



# APPLICATION FOR EMPLOYMENT



Athens Area Habitat for Humanity is an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including ethnicity, age, gender, religion, disability, or national origin.

Date of Application: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Type:  Full Time  Part Time  Either

Position Applied For:

## APPLICANT INFORMATION

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Street Address: \_\_\_\_\_ Unit: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Are you a US citizen or authorized to work in the US?:  Yes  No Date Available: \_\_\_\_\_

## EDUCATION

High School: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

College / Trade School: \_\_\_\_\_ Degree: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

College / Trade School: \_\_\_\_\_ Degree: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

College / Trade School: \_\_\_\_\_ Degree: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

## EMPLOYMENT HISTORY (Begin with current or most recent employer)

Company: \_\_\_\_\_ Location: \_\_\_\_\_

Currently Employed Here?:  Yes  No Dates Employed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Position(s): \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May We Contact?:  Yes  No If Yes, Contact Info: \_\_\_\_\_

Company: \_\_\_\_\_ Location: \_\_\_\_\_

Currently Employed Here?:  Yes  No Dates Employed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Position(s): \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May We Contact?:  Yes  No If Yes, Contact Info: \_\_\_\_\_

Application continues on next page >>>>

**EMPLOYMENT HISTORY (Continued from previous page)**

Company:	Location:
Currently Employed Here?: <input type="checkbox"/> Yes <input type="checkbox"/> No	Dates Employed:        /        /        to:        /        /
Position(s):	
Reason for Leaving:	
May We Contact?: <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Contact Info:

Company:	Location:
Currently Employed Here?: <input type="checkbox"/> Yes <input type="checkbox"/> No	Dates Employed:        /        /        to:        /        /
Position(s):	
Reason for Leaving:	
May We Contact?: <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Contact Info:

**SKILLS (Check all that apply)**

- |   |  |  |
|---|--|--|
| <b>Administrative:</b><br><input type="checkbox"/> Typing / Data entry<br><input type="checkbox"/> Adobe Photoshop / InDesign<br><input type="checkbox"/> Filing & organization<br><input type="checkbox"/> Social media posts<br><br><b>Retail:</b><br><input type="checkbox"/> Lift at least 75 lbs.<br><input type="checkbox"/> Cash register experience<br><input type="checkbox"/> Stand for long periods<br><input type="checkbox"/> Work in limited climate control<br><input type="checkbox"/> Load/unload truck<br><input type="checkbox"/> Sales floor / work directly with customers / upsell<br><input type="checkbox"/> Organize sales floor & work spaces | <input type="checkbox"/> "Picker" (recognize antiques and valuables)<br><input type="checkbox"/> Sort & shelve books<br><input type="checkbox"/> Sort & shelve music & videos<br><input type="checkbox"/> Sort & rack clothes<br><input type="checkbox"/> Minor furniture repair<br><input type="checkbox"/> Minor electronic repair<br><br><b>Other:</b><br><input type="checkbox"/> Drive commercial vehicle (non-CDL)<br><input type="checkbox"/> Supervise a work team<br><input type="checkbox"/> Landscaping / grounds<br><input type="checkbox"/> Custodian / janitorial<br><input type="checkbox"/> Fluent in second language(s):<br>_____ | <b>Construction:</b><br><input type="checkbox"/> Hang drywall<br><input type="checkbox"/> Roof work<br><input type="checkbox"/> Build stairs<br><input type="checkbox"/> Build ramps<br><input type="checkbox"/> Basic plumbing<br><input type="checkbox"/> Basic electrical<br><input type="checkbox"/> Work while on a ladder<br><input type="checkbox"/> List power tools you are experienced with and comfortable using: |
|---|--|--|

**REFERENCES (Optional)**

Name:	Relationship:
Email or Phone:	
Name:	Relationship:
Email or Phone:	
Name:	Relationship:
Email or Phone:	