

APPLICATION FOR EMPLOYMENT

(AN EQUAL OPPORTUNITY EMPLOYER)

APPLICANT INFORMATION			
Last Name	First Name	M.I.	Suffix
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail		
Date Available to Start Work	Desired Salary \$		
Position Applied For			
Are you authorized to work in the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Have you ever worked for Habitat for Humanity of Greater Baton Rouge or any of its affiliates?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?

EDUCATION			
High School		City/State	
Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	G.E.D. <input type="checkbox"/>
College		City/State	
Major	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
		Degree(s)	
Vocational/ Technical		City/State	
Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree/Cert.
Other Cert. & Training			

REFERENCES	
Please list three <u>professional references</u> that you have worked with previously	
Full Name	Professional Relationship
Company	Phone ()
City/State	Email
Full Name	Professional Relationship
Company	Phone ()
City/State	Email
Full Name	Professional Relationship
Company	Phone ()
City/State	Email

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EMPLOYMENT HISTORY			
Company		Phone ()	
City/State		Supervisor	
Job Title		Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact this employer for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
City/State		Supervisor	
Job Title		Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact this employer for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
City/State		Supervisor	
Job Title		Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact this employer for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
MILITARY SERVICE			
Branch		From	To
Rank at Discharge			
Duties Performed			

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APPLICANT CERTIFICATION AND SIGNATURE

I understand and agree that if driving is a requirement of the job for which I am applying, my employment and/or continued employment is contingent on possessing a valid driver's license for the state in which I reside.

I understand that Habitat for Humanity of Greater Baton Rouge (Habitat) has a drug-free workplace or drug and/or alcohol testing program consistent with applicable federal, state, and local law. If I am offered a conditional offer of employment, I understand that if a pre-employment (post-offer) drug and/or alcohol test is positive, the employment offer may be withdrawn where allowed by law. I agree to work under the conditions requiring a drug-free workplace, consistent with applicable federal, state, and local law. I also understand that all employees of the location, pursuant to the Habitat's policy and federal, state, and local law, may be subject to urinalysis and/or blood screening or other medically recognized tests designed to detect the presence of alcohol or illegal or controlled drugs. If employed, I understand that alcohol and/or drug testing may be a condition of continual employment and I agree to undergo alcohol and drug testing consistent with the Company's policies and applicable federal, state, and local law.

I certify that all the information on this application, my résumé, or any supporting documents I may present during any interview is and will be complete and accurate, to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of any information may result in disqualification from consideration for employment or, if employed, disciplinary action, up to and including immediate dismissal.

HABITAT IS AN AT-WILL EMPLOYER WHERE ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS APPLICATION OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO EMPLOYEE OR REPRESENTATIVE OF THE COMPANY IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ME OR ANY APPLICANT FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE EXECUTIVE DIRECTOR.

IF HIRED, I AGREE TO CONFORM TO THE LAWFUL RULES AND REGULATIONS OF HABITAT, AND I UNDERSTAND THAT HABITAT HAS COMPLETE DISCRETION TO MODIFY SUCH RULES AND REGULATIONS AT ANY TIME, EXCEPT THAT IT WILL NOT MODIFY ITS POLICY OF EMPLOYMENT AT-WILL UNLESS SUCH AGREEMENT IS SIGNED BY THE EXECUTIVE DIRECTOR.

I authorize Habitat and/or its agents to confirm all statements contained in this application and/or résumé as it relates to the position I am seeking, to the extent permitted by federal, state, or local law. I agree to complete any requisite authorization forms for the background investigation which may be permitted by federal, state and/or local law. I understand that if I am offered a position, I will be asked to authorize Habitat to obtain consumer reports (for example, criminal history, driving records, etc.) on me for use in connection with my application (where allowed by law) and, if I am hired, my employment, unless otherwise prohibited by state, local, or federal law.

I UNDERSTAND THAT IF I AUTHORIZE AND CONSENT TO, WITHOUT RESERVATION, ANY PARTY OR AGENCY CONTACTED BY HABITAT (INCLUDING ANY AND ALL PRIOR EMPLOYERS OF MINE), THEY MAY FURNISH INFORMATION REGARDING MY PREVIOUS EMPLOYMENT HISTORY AND/OR ANY OF THE ABOVE-MENTIONED INFORMATION.

I hereby release, discharge, and hold harmless, to the extent permitted by federal, state, and local law, any party delivering information to Habitat or its duly authorized representative pursuant to this authorization from any liability, claims, charges, or causes of action which I may have as a result of the delivery or disclosure of the above requested information. I hereby release from liability Habitat and its representative for seeking such information and all other persons, corporations, or organizations furnishing such information. Further, if hired, I authorize Habitat to provide truthful information concerning my employment to future employers and hold the Company harmless for providing such information. If hired by Habitat, I understand that I will be required to provide genuine documentation establishing my identity and eligibility to be legally employed in the United States. I also understand that Habitat employs only individuals who are legally eligible to work in the United States. This application will be considered active for a maximum of sixty (60) days. If you wish to be considered for employment after that time, you must reapply.

I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE, ACCURATE, AND COMPLETE.

(DO NOT SIGN UNTIL YOU HAVE READ ALL OF THE INFORMATION CONTAINED IN THE APPLICATION.)

Signature

Date

Habitat of Humanity of Greater Baton Rouge, Inc. / ReStore of Baton Rouge, LLC is an equal opportunity employer and prohibits discrimination, harassment, and/or retaliation on the basis of race, color, age, gender identity, sexual orientation, pregnancy, religion, age, disability, national origin, citizenship status, marital status, genetic tests or genetic information, veteran status, natural, protective, and cultural hairstyles, and/or any other basis protected by applicable law.