

building strength, stability, and self-reliance through shelter

## Employment Application

To be considered for a position at San Diego Habitat for Humanity, applicants must complete, sign, and submit this employment application to [jobs@sandiegohabitat.org](mailto:jobs@sandiegohabitat.org). To apply online, please visit [go.sandiegohabitat.org/careers](http://go.sandiegohabitat.org/careers).

*San Diego Habitat for Humanity is an equal opportunity employer and seeks to employ the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender (including gender expression and identity, sexual orientation, and pregnancy), ancestry, national origin, age, physical or mental disability or genetic information, marital or parental status, military or veteran status, or any other characteristic protected by applicable federal, state, or local law.*

### CONTACT INFORMATION

Applicant name (please print)

\_\_\_\_\_   
Date

\_\_\_\_\_   
Last name

\_\_\_\_\_   
First name

\_\_\_\_\_   
Middle

Present address

\_\_\_\_\_   
Street address

\_\_\_\_\_   
City

\_\_\_\_\_   
State

\_\_\_\_\_   
Zip code

Permanent address (if different from above)

\_\_\_\_\_   
Street address

\_\_\_\_\_   
City

\_\_\_\_\_   
State

\_\_\_\_\_   
Zip code

\_\_\_\_\_   
Home phone

\_\_\_\_\_   
Business phone

\_\_\_\_\_   
Email address

Employment desired: \_\_\_\_\_

Position for which you are applying

### PERSONAL INFORMATION

How did you hear about our company and this job opening? \_\_\_\_\_

Have you ever applied to or worked for San Diego Habitat for Humanity?

Yes  No

If yes, when? \_\_\_\_\_

Why are you applying for work at San Diego Habitat for Humanity? \_\_\_\_\_

If hired, would you have reliable means of transportation to and from work?

Yes  No

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Are you at least 18 years old?  Yes  No  
 (If under 18, hire is subject to verification that you are of minimum legal age.)

Are you able to perform the essential function of the job for which you are applying, either with or without reasonable accommodation?  Yes  No

If no, describe the functions that cannot be performed: \_\_\_\_\_

\_\_\_\_\_

*Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.*

*We may refuse to hire relatives of present employees if doing so could result in action or potential problems in supervision, security, safety, or morale, or if doing so could create conflicts of interest.*

**EDUCATION, TRAINING, AND EXPERIENCE**

School	Name and address	No. of years completed	Did you graduate?	Degree or diploma
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<b>High school</b>	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
	Name			

\_\_\_\_\_

Address

\_\_\_\_\_

City

State

Zip code

<b>College/ university</b>	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
	Name			

\_\_\_\_\_

Address

\_\_\_\_\_

City

State

Zip code

<b>Vocational/ business</b>	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
	Name			

\_\_\_\_\_

Address

\_\_\_\_\_

City

State

Zip code

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**Health care training** \_\_\_\_\_  Yes  No \_\_\_\_\_  
 Name

\_\_\_\_\_ Address

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code

**EMPLOYMENT HISTORY**

List below all present and past employment starting with your most recent employer (last five years is sufficient). You must complete this section even if attaching a resume.

\_\_\_\_\_ Name of employer \_\_\_\_\_ Phone number \_\_\_\_\_ May we contact this employer for a reference?  
 Yes  
 No  
 \_\_\_\_\_ Type of business \_\_\_\_\_ Supervisor's name  
 \_\_\_\_\_ Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code

Dates of employment: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ Current employer?  Yes  No

Your position and duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_ Name of employer \_\_\_\_\_ Phone number \_\_\_\_\_ May we contact this employer for a reference?  
 Yes  
 No  
 \_\_\_\_\_ Type of business \_\_\_\_\_ Supervisor's name  
 \_\_\_\_\_ Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code

Dates of employment: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ Current employer?  Yes  No

Your position and duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Note: Attach additional page(s) if necessary.



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**Please read carefully. Initial each paragraph and sign below.**

\_\_\_\_\_  
*Initials*

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_  
*Initials*

I hereby authorize San Diego Habitat for Humanity to thoroughly investigate my references, work record, education and other matters related to my suitability for employment (excluding criminal background information) unless otherwise specified above. I further authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_  
*Initials*

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the Company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the Company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the Company's designated representative.

\_\_\_\_\_  
*Initials*

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

**The Company will consider qualified applicants, including those with criminal histories, in a manner consistent with state and local "Fair Chance" laws.**

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Applicant's signature*