

Application for Employment

Position You Are Applying For _____

PERSONAL INFORMATION

Last Name _____		First Name _____	Middle _____	
Address _____		City _____	State _____	Zip _____
Home Phone: _____		Cell Phone: _____	Email address: _____	
Social Security Number: _____		Are you a U.S. Citizen? [] Yes [] No		
Have you ever been convicted of a felony? [] Yes [] No				
If selected for employment are you willing to submit to a pre-employment drug screening test? [] Yes [] No				

EDUCATION

School Name	Location	Years Attended	Degree Received	Major

Other training, certifications or licenses held: _____

EMPLOYMENT

Employer: _____	Dates Employed: _____
Work Phone: _____	Pay Rate: \$ _____ to _____
Address: _____	
City: _____	State: _____ Zip: _____
Position: _____	
Duties Performed: _____	
Supervisors Name and Title: _____	
Reason for leaving: _____	
May we contact them? [] Yes [] No	

REFERENCES

Name	Title	Company	Phone

Acknowledgement and Authorization

- ☐ I certify that all answers given herein are true and complete to the best of my knowledge.
- ☐ I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.
- ☐ In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature of Applicant _____ Date _____

Mail completed application with resume to:
Putnam County Habitat for Humanity,
150 N. Oak Street, Ottawa, OH 45875