



## Employment Application

It is the policy of Habitat for Humanity of Grayson County, Texas to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability or veteran status.

Applicant Information			
Last Name	First	M.I.	Date
Street Address			Apartment #
City	State	Zip	
Phone	Email address		
Date available to start	Social Security #		
Position applied for	Desired Salary		
Are you a citizen of the United States? Yes ___ No ___	If not, are you authorized to work in the U.S.? Yes ___ No ___		
Have you ever been convicted of a felony or misdemeanor? Yes ___ No ___			
If yes, explain			

Education	
High School	Address
Did you graduate? Yes ___ No ___	Academic focus
College	Address
Did you graduate? Yes ___ No ___	Degree
Other	Address
Did you graduate? Yes ___ No ___	Degree

Previous Employment		
Company	Phone # (     )	
Address	Supervisor's name	
Job Title	Starting Salary \$	Ending Salary \$
Responsibilities		
From	To	Reason for leaving
May we contact your previous supervisor for a reference? Yes ___ No ___		

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References <i>Please list three professional references</i>	
Full Name	Relationship
Company	Phone number
Address	Time known

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**Disclaimer and Signature**

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

I authorize Habitat for Humanity of Grayson County, Texas to contact former employers and educational organizations regarding my employment and education. I authorize my former employers, educational organizations, and those persons designated as references to fully and freely communicate information regarding my previous employment/attendance/education.

I understand that if I am contacted for an interview, I will be asked for authorization for a background check and drug screen, and that if I am offered employment, it will be a voluntary at-will contract for both parties.

I have carefully read the above disclaimers and acknowledge agreement with my signature below.

Printed name	Date
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Signature
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**APPLICATION INSTRUCTIONS**

Complete this application and scan it, your resume, and a cover letter explaining why you would be a good fit for this position and email them to [lauriemealy@graysonhabitat.org](mailto:lauriemealy@graysonhabitat.org) or mail all three items to Habitat for Humanity of Grayson County, PO Box 2725, Sherman, Texas 75091. **Applications must be received by February 1, 2018.** Applicants not following these instructions explicitly will not be considered.