



1423 E. Linwood Blvd., Kansas City MO 64109
(816)924-1096 Fax (816)924-1165
www.habitatkc.org

Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Application for Employment

Date ___/___/___

(Please Print)

Position(s) applied for _____

Name _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Mobile _____ E-Mail _____

Social Security# _____ Best time to call _____

Driver's license number if driving is an essential job function _____ State _____ Class _____

Have you ever had your driver's license suspended or revoked in the last 3 years? Yes No

If yes, please explain _____

If you are under 18, and it is required, can you furnish a work permit? Yes No

If not, explain _____

Current place of employment _____

Have you ever been employed here before? Yes No If so, when? ___/___/___

Are you legally eligible for employment here? Yes No Can you provide proof? Yes No

Are you able to meet the attendance requirements of the position? Yes No

Type of employment desired Full-time Part-time Temporary Seasonal

Date available for work _____ Requested Salary _____

Will you work overtime if required? Yes No Are you Section 3 qualified? Yes No
If yes, please attach proof to this application.

Have you ever worked under a different name? Yes No

If so, what is it? _____

Have you been convicted of a crime in the last 7 years? Yes No

If yes, explain _____

Educational Background

List name and address of schools

Year/Class

High School or GED: _____

College or University: _____

Vocational or Technical: _____

Skills and Qualifications

What skills or additional training do you have that are related to the job for which you are applying? _____

List special accomplishments, and awards, etc. _____

List any additional information you would like us to consider _____

Employment History

Provide the following information for your past 3 employers, assignments, or volunteer activities, starting with the most recent.

From _____ To _____

Employer _____ Telephone _____

Job

Title _____ Address _____

Supervisor _____ Nature of work performed _____

Reason for leaving _____

From _____ To _____
Employer _____ Telephone _____
Job Title _____ Address _____
Supervisor _____ Nature of work performed _____
Reason for leaving _____

From _____ To _____
Employer _____ Telephone _____
Job Title _____ Address _____
Supervisor _____ Nature of work performed _____
Reason for leaving _____

References

Name _____ Telephone _____ Years Known _____
Name _____ Telephone _____ Years Known _____
Name _____ Telephone _____ Years Known _____

I GIVE THE EMPLOYER THE RIGHT TO CONTACT AND OBTAIN INFORMATION FROM ALL REFERENCES, EMPLOYER, AND INSTITUTIONS TO OTHERWISE VERIFY THE ACCURACY OF THE INFORMATION CONTAINED IN THIS APPLICATION.

I HEREBY RELEASE FROM LIABILITY THE EMPLOYER AND ITS REPRESENTATIVE FOR SEEKING, GATHERING AND USING SUCH INFORMATION AND ALL OTHER PERSONS, CORPORATIONS OR ORGANIZATIONS FOR FURNISHING SUCH INFORMATION.

I UNDERSTAND THAT IF I AM HIRED, I WILL BE REQUIRED TO PROVIDE PROOF OF IDENTITY AND LEGAL WORK AUTHORIZATION.

I ALSO UNDERSTAND IF I AM HIRED, I AM FREE TO RESIGN AT ANY TIME, AND THE EMPLOYER RESERVES THE SAME RIGHT TO TERMINATE MY EMPLOYMENT AT ANY TIME WITH OR WITHOUT CAUSE AND WITHOUT PRIOR NOTICE EXCEPT AS MAY BE REQUIRED BY LAW.

WE CONSIDER ALL APPLICANTS FOR POSITION WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, CITIZENSHIP, AGE, MENTAL OR PHYSICAL DISABILITIES, VETERAN /RESERVE / NATIONAL GUARD OR ANY OTHER SIMILARLY PROTECTED STATUS. WE ALSO COMPLY WITH ALL APPLICABLE LAWS GOVERNING EMPLOYMENT PRACTICES AND DO NOT DISCRIMINATE ON THE BASIS OF ANY UNLAWFUL CRITERIA.

I represent and warrant that I have read and fully understand the forgoing and seek employment under these conditions.

Signature of Applicant _____ Date ____/____/____