



**APPLICATION FOR EMPLOYMENT**

1423 Linwood Boulevard  
Kansas City, MO 64109  
Phone: (816) 924-1096  
Fax: (816) 924-1165  
[www.habitatkc.org](http://www.habitatkc.org)

**CONTACT INFORMATION:**

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position applied for: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Home Phone Cell Phone Email address

**DRIVING RECORD:** (Answer ONLY if driving is a requirement of the job for which you are applying.)

Do you have a valid driver's license? ( ) YES ( ) NO State \_\_\_\_\_ License # \_\_\_\_\_

Have you had any tickets, a suspension, or had license revoked? ( ) YES ( ) NO If yes, please explain: \_\_\_\_\_

**EMPLOYMENT HISTORY:** Please provide the following information for your past three (3) employers, starting with the most recent.

Current place of employment: \_\_\_\_\_ From: \_\_\_\_\_

Position held: \_\_\_\_\_ Reason for change: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Employer telephone number: \_\_\_\_\_

Place of employment: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Position held: \_\_\_\_\_ Reason for change: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Employer telephone number: \_\_\_\_\_

Place of employment: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Position held: \_\_\_\_\_ Reason for change: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Employer telephone number: \_\_\_\_\_

Place of employment: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Position held: \_\_\_\_\_ Reason for change: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Employer telephone number: \_\_\_\_\_

Have you ever been employed by HFHKC before? ( ) YES ( ) NO If so, when? \_\_\_\_\_

Can you provide proof you are eligible for employment? ( ) YES ( ) NO

Are you able to meet the attendance requirements of the position? ( ) YES ( ) NO

Type of employment desired ( ) Full-time ( ) Part-time

Date you are available to begin: \_\_\_\_\_ Requested Salary: \_\_\_\_\_

Can you work overtime if required? ( ) YES ( ) NO Are you able to work Saturdays? ( ) YES ( ) NO

**EDUCATIONAL BACKGROUND:**

High School or GED Completed (HiSET) \_\_\_\_\_ Year: \_\_\_\_\_  
Name of School/ Location/Year completed

College/University \_\_\_\_\_ Year: \_\_\_\_\_  
Name of School/ Location/Year completed

Vocational or Technical School(s) \_\_\_\_\_ Year: \_\_\_\_\_  
Name of School/ Location/Year completed

**SKILLS AND QUALIFICATIONS:**

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

List special accomplishments and awards, etc. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional information we should consider. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Years known: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Years known: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Years known: \_\_\_\_\_

I give the employer the right to contact and obtain information from all references, employers, and institutions in order to verify the accuracy of the information contained in this application. I hereby release from liability the employer and its representative for seeing, gathering and using such information and all other persons, corporations or organizations for furnishing such information. I understand that if hired, I will be required to provide proof of identity and legal work authorization/documentation. I also understand if 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: \_\_\_\_\_