



JOB APPLICATION

2376 Plank Road, Fredericksburg VA 22401 (540) 891-4401 (Office)

2378 Plank Road, Fredericksburg VA 22401 (540) 891-5009 (ReStore)

Greater Fredericksburg Habitat for Humanity (GFHFH) is an equal opportunity employer. This application will not be used for limiting or excluding any application from consideration for employment on a basis prohibited by local, state or federal law. Should an applicant need reasonable accommodation in the application process, they should ask for help.

Applicant Information

Applicant Name:

Street Address:

City, State and Zip Code:

Primary Phone Number:

Primary Email Address:

Date of Application:

Employment Position

Position(s) applying for:

How did you hear about this position?

What days are you available for work?

Mon Tue Wed Thu Fri Sat

What hours or shifts are you available to work?

If needed, are you available to work overtime?

Yes No

On what date can you start if you are hired?

Do you have reliable transportation to and from work?

Yes No

Desired salary:

Personal Information

Have you ever applied to or worked for GFHFH?

Yes No

If yes, when? _____

Have you ever volunteered at GFHFH?

Yes No

If so, when? _____

Do you have any friends, relatives, or acquaintances working for GFHFH?

Yes No

If yes, state name(s) and relationship: _____

Are you 16 years of age or older? Yes No

Are you legally eligible to work in the U.S.? Yes No

Will you consent to a controlled substance test? Yes No

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

Job Skills/Qualifications

Please list below the skills and qualifications you possess for the position(s) for which you are applying: _____

(Note: GFHFH complies with the Americans with Disabilities Act (ADA) and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

Education and Training

High School

Name	Location (City, State)	Graduated/ Graduating	Degree/ Certificate

College/University

Name	Location (City, State)	Graduated/ Graduating	Degree/ Certificate

Vocational School/Specialized Training

Name	Location (City, State)	Graduated/ Graduating	Degree/ Certificate

Previous Employment

Employer Name:

Job Title:

Supervisors Name:

Employer Address:

City, State and Zip Code:

Employer Phone Number:

Dates Employed:

Reason for leaving:

Employer Name:

Job Title:

Supervisors Name:

Employer Address:

City, State and Zip Code:

Employer Phone Number:

Dates Employed:

Reason for leaving:

Employer Name:

Job Title:

Supervisors Name:

Employer Address:

City, State and Zip Code:

Employer Phone Number:

Dates Employed:

Reason for leaving:

References

Please provide three (3) professional and personal references:

Name

Email Address

Phone

Additional Information:

AT-WILL EMPLOYMENT

The relationship between you and the Greater Fredericksburg Habitat for Humanity (GFHFH) is referred to as “employment at will”. This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or the GFHFH. No representative of GFHFH has the authority to enter into any agreement contrary to the foregoing “employment at will” relationship. You understand that your employment is “at-will”, and that you acknowledge that no oral or written statements or representations regarding your employment can alter your at-will employment status, except for a written statement signed by you and either our Executive Director or President of Board of Directors.

Applicant Signature: _____ Date: _____

GFHFH Use Only

Interview Date: _____ Start Date: _____ Resume: Yes No

Full Time Rate: _____ Part Time Rate: _____

Applicant reports to: _____ Title: _____

Notes: _____
