



PO Box 883 | 467 West Street
Pittsboro, NC 27312
chathamhabitat.org
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Application for Employment

Personal Information

Today's Date _____

Last Name First Name Middle Initial

Address City State Zip Code

Phone Number Email Address Social Security or TIN Number

Are you at least 18 years of age?

Yes No

Employment Information

Position Applying For _____ Date Available to Work? _____

Are you willing to work on weekends? Yes No

Have you ever filed an application with us before? Yes No

Education & Training

	Name & Location	# of years attended	Did you graduate?
High School			
College			
Trade School			

Any special subjects of study or education? _____

Special Skills: _____

Do you currently serve in the military? Yes No

Rank: _____ National Guard / Reserves: _____

If the position you are applying for requires the operation of a motor vehicle, do you have a current North Carolina Driver's License?

Yes No If yes, please provide driver's license number: _____

What languages do you speak fluently? _____

What languages do you write / read? _____

Any professional certifications, licenses, or memberships? _____

Former Employers

Are you presently employed? Yes No | May we contact your current employer? Yes No

List your last three employers below, starting with the most recent or current job

Employer _____

Location _____

Job Title _____

Supervisor's Name & Title _____

Phone Number _____

Reason for leaving _____

Dates of Employment

From _____ To _____

Salary

Starting _____ Ending _____

Summary of Job Duties

Employer _____

Location _____

Job Title _____

Supervisor's Name & Title _____

Phone Number _____

Reason for leaving _____

Dates of Employment

From _____ To _____

Salary

Starting _____ Ending _____

Summary of Job Duties

Employer _____

Location _____

Job Title _____

Supervisor's Name & Title _____

Phone Number _____

Reason for leaving _____

Dates of Employment

From _____ To _____

Salary

Starting _____ Ending _____

Summary of Job Duties

References

Please choose references who you have known in a business capacity for at least a year.

Name	Phone Number	Business	Years Known

Criminal Convictions

Have you ever been convicted of, pleaded no contest to, or had adjudication withheld on a crime?

Yes No

If yes, for each conviction, please specify the following:

1. The details concerning the crime _____

2. The date of conviction _____
3. The penalty imposed _____

Civil Actions

Have you ever been a defendant in a civil action for an international tort? (ie: a civil wrong: assault, battery, fraud, etc?)

Yes No

If yes, for each action, please specify the following:

1. The details concerning the nature of the international tort or wrong _____

2. The disposition of the action _____

Application Certification

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time.

Applicant Signature

Date