

## Habitat for Humanity ReStore Employment Application

Two ReStores: 301 Piedmont Road, Charleston, WV 25301 & 3554 Teays Valley Road, Hurricane WV 25526  
One Phone Number: 304-720-8733

This application will be given every consideration, but its receipt does not imply that the applicant will be employed.

Today's date: \_\_\_\_\_ Which location?  Charleston  Hurricane  Either

Name: \_\_\_\_\_  
Last First Middle

Have you ever gone by a different name or nickname?  NO  YES  
 If yes, please explain \_\_\_\_\_

Present Address: \_\_\_\_\_  
Number Street Apt. City State Zip

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Are you 18 years old or older?  NO  YES

Are you prevented from lawfully becoming employed in this country because of VISA or Immigration status?  
 NO  YES (If hired, proof of employment eligibility will be required)

Have you been convicted of a felony or a DUI within the last year?  NO  YES If yes, state the offense, location, date and deposition:

\_\_\_\_\_  
 (conviction will not necessarily disqualify an applicant from employment)

Do you have any obligations or other reasons which would limit your ability to travel and/or work overtime or on weekends?  NO  YES  
 If yes, explain: \_\_\_\_\_

Position you are applying for: \_\_\_\_\_ Salary desired: \_\_\_\_\_  
 You are seeking:  Full Time  Part Time  Temporary or Summer Employment  
 If part time, indicate maximum hours available per week: \_\_\_\_\_  
 If temporary or summer, indicate dates available: \_\_\_\_\_

### Enter the hours you are AVAILABLE to work below

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--------|---------|-----------|----------|--------|----------|
| From:  | From:  | From:   | From:     | From:    | From:  | From:    |
| To:    | To:    | To:     | To:       | To:      | To:    | To:      |

Date you can start: \_\_\_\_\_

Are there any days or hours you would be unable to or unwilling to work?  NO  YES  
 If yes, please specify those days or hours you would be unwilling to work: \_\_\_\_\_

Have you ever been employed by Habitat for Humanity ReStore?  NO  YES  
 If yes, give date \_\_\_\_\_

Are you currently employed?  NO  YES If yes, may we contact your current and past employers?  NO  YES

### Education

| Level          | #of years Completed | School Address City/State | Type of Degree | Year Graduated |
|----------------|---------------------|---------------------------|----------------|----------------|
| High School    |                     |                           |                |                |
| College/ Univ. |                     |                           |                |                |
| Trade School   |                     |                           |                |                |
| Other          |                     |                           |                |                |

List any job related skills, experience, or training (other than your work experience, military service, and education) which may especially qualify you for the position which you are applying \_\_\_\_\_

**Work History (starting with most current)**

|                                       |                                 |
|---------------------------------------|---------------------------------|
| Company name and address:             | Job title and responsibilities: |
| Date started: _____ Date ended: _____ |                                 |
| Phone number: _____                   | Reason for leaving: _____       |
| Name of supervisor and title: _____   | Final rate of pay: _____        |
| Company name and address:             | Job title and responsibilities: |
| Date started: _____ Date ended: _____ |                                 |
| Phone number: _____                   | Reason for leaving: _____       |
| Name of supervisor and title: _____   | Final rate of pay: _____        |
| Company name and address:             | Job Title and responsibilities: |
| Date started: _____ Date ended: _____ |                                 |
| Phone number: _____                   | Reason for leaving: _____       |
| Name of supervisor and title: _____   | Final rate of pay: _____        |

May we contact your past employers? NO YES

**References**

List the name, address, and phone number of three references (the references may NOT be relatives)

| Name | Address | City and State | Phone Number |
|------|---------|----------------|--------------|
|      |         |                |              |
|      |         |                |              |
|      |         |                |              |

Are you qualified to perform the functions of the job for which you are applying? NO YES

Will you abide by all the policies, rules, and regulations of this organization, including, but not limited to safety, discrimination/harassment, and a drug free workplace? NO YES

Sign \_\_\_\_\_ Date \_\_\_\_\_

**ANSWER THE FOLLOWING ONLY IF APPLYING FOR RECEIVING OR TRUCK POSITIONS WHICH REQUIRED DRIVING OF HABITAT FOR HUMANITY VEHICLES:**

Do you have a valid driver's license? NO YES

Driver's License # \_\_\_\_\_

Does it have restriction? NO YES If yes, please explain: \_\_\_\_\_