



**Midland County Habitat for Humanity
1703 S Saginaw Road
Midland MI 48640
989-496-0900
midlandhabitat.org**

EMPLOYMENT APPLICATION ----- MCHFH IS AN EQUAL OPPORTUNITY EMPLOYER

IMPORTANT INFORMATION AND INSTRUCTIONS

We appreciate your interest in employment. The completion of this application represents your ability to provide written communication and to follow directions. Your completed application is a source of information for making selections for interviews. Applicants may be hired or not hired solely on the information provided on the application.

1. All applications must be signed to certify that all statements are true and complete and to authorize an investigation. Copies of applications are acceptable with original signature and current date.
2. Applications or resumes must be received by Midland County Habitat for Humanity (1703 S Saginaw Road, Midland, MI 48640) by 4:00 PM on Friday, January 26, 2018. Late applications and resumes will not be accepted.
3. Applications must be filled out completely. If you are invited to an interview on the basis of your resume, you must complete and sign an application before or at the time of interview.
4. Print clearly or type. Incomplete or illegible applications may be rejected.
5. Failure to notify Midland County Habitat for Humanity of any change in contact information or availability may result in removal of your application from further consideration.
6. Any offer of employment may be contingent upon job-related factors including, but not limited to, testing of job related skills, successful completion of a physical examination, verification of your former employment and references, a thorough background investigation, including any criminal record, and appropriate drug and alcohol testing, and/or credit check.
7. If you are hired for any position, federal law requires that you provide proof of your eligibility to work in the United States within 72 hours of your hire date. Failure to prove such eligibility will void the offer of employment.
8. All newly-hired employees are at-will employees and may be dismissed with or without cause. Employees' hours may be reduced or eliminated with or without notice.
9. All newly-hired employees will go through a six month probationary period during which termination may occur with or without cause or notice.
10. This is not an employment contract.



PERSONAL INFORMATION:

Name _____
(Last) (Middle) (First)

Address _____
(Street)

(City) (State) (Zip Code) (Country)

Phone _____
(Home) (Cell)

Email _____

Social Security Number _____ Date of Birth _____

DRIVER'S LICENSE/DRIVING RECORD INFORMATION:

State: _____ Class: _____ Number: _____ Expiration Date: _____

Have you previously been employed by Habitat for Humanity? Yes No

If yes, in which affiliate/position held? _____

Start Date: _____ End Date: _____

Have you ever been convicted of any law violation (include any plea of 'guilty' or 'no contest' or whether you are currently subject to a deferred sentence) including a minor traffic violation? Yes No

If yes, please state the crime(s) you were convicted of and explain the date, location, nature and facts surrounding each conviction. Use an attachment sheet if necessary.

(A conviction does not automatically disqualify you from employment, since the nature and date of the offense, the job for which you are applying, and other factors will be considered.)

Are you a citizen of the United States or are you legally authorized to work in the U.S.? Yes No



AFFIDAVIT

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at any later date.

I understand that Midland County Habitat for Humanity may conduct an extensive and thorough background investigation.

I authorize Midland County Habitat for Humanity and/or any of its agents to verify and investigate any or all statements contained in this application.

I also authorize any person, school, current employer (except as previously noted), past employers, law enforcement authorities, and organizations named in this application to provide and release any information and opinions concerning my background.

I release such persons and organizations from any legal liability for any damage whatsoever for making such statements.

I understand the use of illegal drugs is prohibited during employment. I may be required to successfully pass a drug and alcohol screening examination prior to being hired, and I consent to taking a drug and alcohol test at any time during my employment, should I be hired.

I understand that this application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period of time.

I further certify that I have read and understand the instructions, conditions and other information provided in this document.

Signature _____ Date _____

OFFICE USE ONLY:

DATE & TIME APPLICATION RECEIVED: _____

REQUESTED DOCUMENTS RECEIVED: _____ Completed Application _____ Cover Letter

_____ Resume

_____ References