

EMPLOYMENT APPLICATION



WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

We appreciate your interest in employment. 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 the deadline specified in the position advertisement. Late applications and resumes will not be accepted.
3. Applications must be filled out completely. While resumes are accepted, they are not a substitute for completing all sections of this document.
4. Print clearly or type. Incomplete or illegible applications may be rejected.
5. Failure to notify Hancock 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.

According to an October 2021 memo from the Maine Department of Labor: Maine's new *Act Relating to Fair Chance in Employment* law went into effect on 10/18/2021. *"This new law prohibits employers from inquiring about an individual's criminal history on an initial employment application and from stating in employment advertisements that an individual with a criminal history may not apply. An employer may inquire about a prospective employee's criminal history during an interview or once the prospective employee has been determined otherwise qualified for the position. If an employer inquires about a prospective employee's criminal record, the prospective employee, if still eligible for the position under applicable federal or state law, must be afforded an opportunity to explain the information and the circumstances regarding any convictions, including post-conviction rehabilitation. There are exceptions if a background check is required or if it would be inappropriate for an individual with a certain criminal history to apply."*

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.

Hancock County Habitat for Humanity • PO Box 343 • Ellsworth, ME 04605
21 School House Road, Ste. #20 • Orland (no mail receptacle; office hours by appointment)
Director.HCHH@gmail.com (not secure; no confidential emails, please)
(207) 702-9457 • www.HancockCountyHabitat.org

PERSONAL INFORMATION:

Name _____

Address _____

Phone #(s) _____

Email _____

Social Security Number _____ Date of Birth _____

Are you 18 or older? Yes No

PAST EMPLOYMENT INFORMATION:

We must have accurate and complete information on previous job tasks and levels of responsibility, as your work experience is an important factor in evaluating your qualifications. List names of employers in consecutive order with present or most recent employer listed FIRST. Account for all periods of time including military service and any period of unemployment for a minimum of the last 5 years. If self-employed, give firm name and business references. Attach additional sheets as needed using the same format.

Current/Last Employer _____

Type of Business _____

Address (Street, City, State, Zip) _____

Country _____

Employed From _____ To _____ Your Job Title _____

Pay: Starting Amt. _____ Final Amt. _____

Name of Supervisor _____ May we contact this employer? Yes No

Telephone: _____ Email: _____

Duties: _____

Reason for leaving or seeking other employment: _____

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Type of Business _____

Address (Street, City, State, Zip) _____

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Pay: Starting Amt. _____ Final Amt. _____

Name of Supervisor _____ May we contact this employer? Yes No

Telephone: _____ Email: _____

Duties: _____

Reason for leaving or seeking other employment: _____

Previous/Last Employer _____

Type of Business _____

Address (Street, City, State, Zip) _____

Country _____

Employed From _____ To _____ Your Job Title _____

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

If yes, in which affiliate/position held? _____

Start Date: _____ End Date: _____

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

EDUCATION:

School Name	Location of School	Course of Study	No. of Years Completed	Did you Graduate?	Degree or Diploma
Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No	
College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business/Trade/ Technical				<input type="checkbox"/> Yes <input type="checkbox"/> No	
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Other Education, Training or Relevant Experience:

(List any other education, training, volunteer work or relevant experience that would be of further assistance in evaluating your qualifications. Include dates, names of schools, length of time at and/or experience, etc.)

SPECIAL SKILLS:

What skills do you have that are related to the job for which you are applying?

What machines or equipment can you operate that are related to the job for which you are applying?

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Can you operate a computer? Yes No

List the programs you are familiar with and your skill level:

Are you familiar with/skilled at the use of social media applications – e.g. Facebook? Yes No

DRIVER'S LICENSE/DRIVING RECORD INFORMATION *(Required for all jobs.):*

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

(Note: Driving history will be checked for employees whose core responsibilities include driving.)

REFERENCES:

List three persons who are not related to you and who have definite knowledge of your business or professional qualifications for the position for which you are applying. Please **do not** repeat names of supervisors listed under work history. Please include: Full Name, Address, City, State, Zip, Phone, Email, and Relationship.

1. _____

2. _____

3. _____

We also accept letters of reference, but full contact information for your references should also be included above.

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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 Hancock County Habitat for Humanity may conduct an extensive and thorough background investigation.

I authorize Hancock 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.

Signature _____ Date _____

MANDATORY FORM:

Affirmative Action Voluntary Information - We do not to discriminate against any employee or any applicant for employment because of age, race, religion, color, handicap, sex, sexual orientation, gender, gender expression, physical condition, developmental disability, national origin 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.

FOR ADMINISTRATIVE USE ONLY:

Position(s) applied for _____ Date ____/____/____

Applicant Information

Name _____

Address _____

Phone #(s) _____ Email _____



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