

# Employment Application



Applicants are considered for all positions without regard to race, color, religion, sex, national origin, sexual orientation, age, veteran status, disability, or any other basis prohibited by the law. We are an Equal Opportunity Employer. Please answer all questions.

## Personal Background

Name: \_\_\_\_\_  
(Last) (First) (MI)

Address: \_\_\_\_\_  
(Street Address) (Apartment/Unit #)

\_\_\_\_\_  
(City) (State) (ZIP Code)

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

Personal E-mail: \_\_\_\_\_

## Employment Desired

Position applied for: \_\_\_\_\_ Date Available: \_\_\_\_\_ Salary Desired \$: \_\_\_\_\_

Are you presently employed?  Yes  No

Are you over the age of 18?  Yes  No

Are you currently bound by any employment agreement or non-compete agreements?  Yes  No

If employment is offered, do you intend to have any secondary employment or self-employment?  Yes  No

Are you legally authorized to work in the United States without restriction?  Yes  No

*(Proof of identity and employment eligibility will be required upon hire.)*

Can you and are you willing to travel if your job requires it?  Yes  No

If required, would you be willing to work *(please check one box in each category)*

Overtime  Yes  No

Holidays  Yes  No

Saturdays/Sundays  Yes  No

Indicate the days or nights you are not available to work, if any \_\_\_\_\_

Have you ever applied to this company or any of its affiliates?  Yes  No

If yes, when? \_\_\_\_\_ Which affiliate(s)? \_\_\_\_\_

Have you ever been employed by this company or any of its affiliates?  Yes  No

If yes, when? \_\_\_\_\_ Which affiliate(s)? \_\_\_\_\_

## Referral Source

How did you learn about our organization?  Walk-in  Agency, Please list agency: \_\_\_\_\_

Advertisement       Employee referral, please list names: \_\_\_\_\_  
 Friend                 Other, please specify: \_\_\_\_\_  
 Do you have any relatives employed by this company?       Yes  No  
 If yes, who and what location? \_\_\_\_\_

### Driving Record

If you are applying for a position that involves driving on the job, please answer the following questions:

Do you have a valid unexpired license to drive a vehicle?       Yes  No  
 Do you have auto insurance coverage?                               Yes  No  
 Has your license been revoked or suspended during the last five (5) years?       Yes  No  
 If yes, please explain: \_\_\_\_\_

### Education

Indicate the highest level of education completed:

High School:  9  10  11  12                              College/University:  1  2  3  4  
 Technical/Trade:  1  2  Other \_\_\_\_\_                              Graduate School:  1  2  3

School/College Name: \_\_\_\_\_

Location (City/State): \_\_\_\_\_ Course Study: \_\_\_\_\_

Years Completed: \_\_\_\_\_ Graduated:  Yes  No Degree: \_\_\_\_\_

School/College Name: \_\_\_\_\_

Location (City/State): \_\_\_\_\_ Course Study: \_\_\_\_\_

Years Completed: \_\_\_\_\_ Graduated:  Yes  No Degree: \_\_\_\_\_

School/College Name: \_\_\_\_\_

Location (City/State): \_\_\_\_\_ Course Study: \_\_\_\_\_

Years Completed: \_\_\_\_\_ Graduated:  Yes  No Degree: \_\_\_\_\_

List additional education, vocation, trade, and/or professional information and/or certification and/or licenses:

Computer Skills (list software): \_\_\_\_\_

Other machines, trades, special skills or qualifications: \_\_\_\_\_

## Employment History

Listing the most recent position first, provide all of the following information regarding your previous employment. Incomplete information could disqualify you from further consideration. *You may attach your resume but must complete this section.*

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Type of Business: \_\_\_\_\_ Address: \_\_\_\_\_ State: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
From (MM/YY): \_\_\_\_\_ To (MM/YY): \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Reasons for leaving: \_\_\_\_\_ May we contact?:  Yes  No  
Responsibilities, duties, and accomplishments:

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Type of Business: \_\_\_\_\_ Address: \_\_\_\_\_ State: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
From (MM/YY): \_\_\_\_\_ To (MM/YY): \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Reasons for leaving: \_\_\_\_\_ May we contact?:  Yes  No  
Responsibilities, duties, and accomplishments:

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Type of Business: \_\_\_\_\_ Address: \_\_\_\_\_ State: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
From (MM/YY): \_\_\_\_\_ To (MM/YY): \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Reasons for leaving: \_\_\_\_\_ May we contact?:  Yes  No  
Responsibilities, duties, and accomplishments:

### You may submit your completed application and authorization form (attached) to:

By mail: Habitat for Humanity of Wisconsin River Area  
PO Box 38  
Baraboo, WI 53913

In person: Habitat Housing Office: 1211 8th Street, Baraboo WI 53913  
ReStore East: 1450 E. Wisconsin St, Portage WI 53901  
ReStore West: 615 South Blvd., Baraboo WI 53913

If you have any questions please contact us at (608) 448-2888 or [office@hfhwisconsinriver.org](mailto:office@hfhwisconsinriver.org)



### **DISCLOSURE ABOUT BACKGROUND REPORTS**

Please be advised that as part of employment and/or volunteer service with Habitat for Humanity of Wisconsin River Area (HFHWRA) we may obtain a consumer report that contains background information about you in connection with your employment or volunteer application. HFHWRA may obtain further reports throughout your employment or volunteer service without providing further disclosure or obtaining additional consent.

The report may include, but is not limited to, credit reports and credit history information; criminal and other public records and history; public court records (e.g., bankruptcies, tax liens and judgments); motor vehicle and driving records; educational and employment history, including professional disciplinary actions; drug/alcohol test results; and Social Security verification and address history, subject to any limitations imposed by applicable federal and state law. This information may be obtained from public record and private sources, including credit bureaus, government agencies and judicial records, former employers and educational institutions, and other sources.

### **AUTHORIZATION TO OBTAIN BACKGROUND REPORT**

I have read the "Disclosure About Background Reports" provided by HFHWRA and this "Authorization to Obtain Background Report." I also acknowledge receipt of the Consumer Financial Protection Bureau's "A Summary of Your Rights Under the Fair Credit Reporting Act". By my signature below, I hereby consent to the preparation by HFHWRA of background reports regarding me and the release of such reports to its designated representatives, to assist the HFHWRA in making an employment or volunteer service decision involving me at any time after receipt of this authorization and throughout my employment or volunteer service, to the extent permitted by law. To this end, I hereby authorize, without reservation, any state or federal law enforcement agency or court, educational institution, motor vehicle record agency, credit bureau or other information service bureau or data repository, employer, or other pertinent parties supplying information concerning my background, to furnish any and all information regarding me to HFHWRA, and authorize consumer reporting agencies to provide such information to HFHWRA. I agree that a facsimile ("fax"), electronic or photographic copy of this authorization shall be as valid as the original.

By signing this waiver agreement it is my intent to authorize dissemination of such consumer record information that may pertain to me to the agency with which I am employed, seeking employment with, or seeking to serve as a volunteer for.

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**Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Social Security No:** \_\_\_\_\_ **Maiden (or other) Names:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_



*Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.*

### **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

**You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.

**You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if: o a person has taken adverse action against you because of information in your credit report;

- o you are the victim of identity theft and place a fraud alert in your file;
- o your file contains inaccurate information as a result of fraud;
- o you are on public assistance;
- o you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

**You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

**You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.

**Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

**Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

**Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

**You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).

**You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization.**

**You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

**Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or state Attorney General.**