



Application for Employment

Habitat for Humanity Wisconsin River Area, Inc

Position Information:

Position(s) for which you are applying:	How did you hear about this position?
Minimum Pay Requirements:	Hours / Days Available to Work:

Employee Contact Information:

First Name:	Last Name:	Middle Initial:
Street Address:	City:	State: Zip Code:
Cell Phone Number:	Home Phone Number:	Work Phone Number:
Personal Email Address:	Preferred Name (if different than above):	

Education History: (list the most recent information first)

School Name	Location (City, State)	Degree / Subject	Status
			<input type="checkbox"/> Completed <input type="checkbox"/> Not Completed <input type="checkbox"/> Presently Attending
			<input type="checkbox"/> Completed <input type="checkbox"/> Not Completed <input type="checkbox"/> Presently Attending
			<input type="checkbox"/> Completed <input type="checkbox"/> Not Completed <input type="checkbox"/> Presently Attending

Employment History: (list your last three employers, starting with the most recent position)

Employer 1 (most recent):	Position Title:	Dates of Employment: (mm/yy)	
Employer's Address:	City:	State:	Zip Code:
Supervisor:	Supervisor's Phone Number:	May we contact them for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Job Duties:	Reason for Leaving:	Starting Pay: \$	
		Ending Pay: \$	
Internal Office Use: <input type="checkbox"/> Reference Checked			
Employer 2:	Position Title:	Dates of Employment: (mm/yy)	
Employer's Address:	City:	State:	Zip Code:

Supervisor:	Supervisor's Phone Number:	May we contact them for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Job Duties:	Reason for Leaving:	Starting Pay: \$ Ending Pay: \$ Internal Office Use: <input type="checkbox"/> Reference Checked

Employer 3:	Position Title:	Dates of Employment: (mm/yy)	
Employer's Address:	City:	State:	Zip Code:
Supervisor:	Supervisor's Phone Number:	May we contact them for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Job Duties:	Reason for Leaving:	Starting Pay: \$ Ending Pay: \$ Internal Office Use: <input type="checkbox"/> Reference Checked	

Acknowledgement:

Are you 18 years of age or older?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you legally authorized to work in the U.S.?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you worked for Habitat for Humanity before? If yes, date(s) _____.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever worked under another name? If so, what name?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a crime (felony or misdemeanor), pled guilty to a felony or misdemeanor (but were not convicted), or are you subject to a pending charge? If yes, please explain: <i>Please note: pending charges or convictions are not an automatic bar to employment.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

We are an equal opportunity employer and do not discriminate against any individual, nor tolerate harassment of any employee, because of sex, race, age, color, creed, national origin, religion, disability, veteran status, sexual orientation, marital status, arrest or conviction record or any other basis provided by applicable law. Please inform us if you need a reasonable accommodation to complete this form.

I certify that the answers given by me to the preceding questions and statements are true, correct and complete.

I understand that falsification of any material information on this application may be considered sufficient cause for ineligibility for employment, rescission of an offer for employment, or immediate termination. I understand that QTI Human Resources and Habitat for Humanity Wisconsin River Area are at-will employers and that my employment can be terminated at any time and for any reason without prior notice.

Signature _____
Date

AUTHORIZATION TO OBTAIN BACKGROUND REPORT

Company: QTI Human Resources, Inc. ("Company")

(APPLICANT: PLEASE COMPLETE ALL OF THE FOLLOWING. THEN REVIEW & SIGN NEXT PAGE)

NAME: (LAST) _____

(FIRST) _____ (MIDDLE) _____

MAIDEN (or other) NAME(S): _____ (yrs.) FROM _____ TO _____

_____ (yrs.) FROM _____ TO _____

DL#: _____ STATE: _____ EXP DATE: _____

DATE OF BIRTH: _____ SOCIAL SECURITY #: _____

(For ID purposes only)

EDUCATION

Highest level of degree earned: (Check appropriate degree.)

HS Diploma GED or Equivalent Associate Degree Bachelor's Degree Master's Degree Doctorate

School name: _____ City/State where school is located: _____

Dates of attendance: Start: ___/___/___ (month/year) End: ___/___/___ (month/year) Year degree was earned: _____

Full name at time of graduation/degree earned: _____

CURRENT ADDRESS: *(Street # & Street Name)* _____

(City, State & Zip) _____

(Years/months. lived at this address) _____ Yrs. of occupancy: from _____ to _____

HOME PHONE: _____ CELL PHONE: _____

PREVIOUS ADDRESS(ES) (Last 7 yrs): **(City, State, & Zip code required)**

1) _____ Yrs. of occupancy: from _____ to _____

2) _____ Yrs. of occupancy: from _____ to _____

3) _____ Yrs. of occupancy: from _____ to _____

4) _____ Yrs. of occupancy: from _____ to _____

AUTHORIZATION TO OBTAIN BACKGROUND REPORT

I have read the “Disclosure About Employment Background Reports” provided by the Company and this “Authorization to Obtain Background Report.” By my signature below, I hereby consent to the preparation by Asurint, a consumer reporting agency located at P.O. Box 14730, Cleveland, OH 44114, (800) 906-2034, www.asurint.com or Global Verification Network (“GVN”), a consumer reporting agency located at P.O. Box 95258, Palatine, IL 60095, (877) 695-1179, www.globalverificationnetwork.com of background reports regarding me and the release of such reports to the Company and its designated representatives, to assist the Company in making an employment decision involving me at any time after receipt of this authorization and throughout my employment, 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 the Company, and authorize consumer reporting agencies to provide such information to the Company. I agree that a facsimile (“fax”), electronic or photographic copy of this Authorization shall be as valid as the original.

I also acknowledge receipt of the Consumer Financial Protection Bureau’s “A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT.”

APPLICANT'S SIGNATURE: _____ DATE: _____

Disclosure About Employment Background Reports

Please be advised that as part of QTI Human Resources, Inc. (“QTI” or “Company”) employee recruitment and retention, QTI may obtain a consumer report and/or an investigative consumer report (“Report”) that contains background information about you in connection with your employment or employment application. If you are hired, to the extent permitted by law, QTI may obtain further reports throughout your employment for an employment purpose without providing further disclosure or obtaining additional consent.

The Report may contain information about your character, general reputation, personal characteristics and mode of living. 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.

If an investigative consumer report is obtained, in addition to the description above, the nature and scope of any such Report will be employment verifications and references, or personal references.

State Law Notices Relating to Your Background Report

Washington State Applicants only: You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

California, Massachusetts, Minnesota, New Jersey and Oklahoma Applicants Only: Please check the box to the left if you would like a free copy of any Report obtained by Company from Asurint or Global Verification Network.

New York Applicants Only: By signing the authorization, you acknowledge that you have received a copy of New York Correction Law Article 23-A. You have the right, upon written request, to be informed whether an investigative consumer Report was requested. If such a Report was requested, you will be provided with the name and address of the consumer reporting agency that prepared the Report and you can contact that agency to inspect or receive a copy of the Report.

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 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:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - 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 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 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.
- **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).
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE

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. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer’s credit file. Upon seeing a fraud alert display on a consumer’s credit file, a business is required to take steps to verify the consumer’s identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **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.

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 your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
<p>1. a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>

Return Completed Applications to:

By email:

office@hfhwisconsinriver.org

By “snail mail”:

**HFHWRA
PO Box 38
Baraboo, WI 53913**

By hand delivery:

**1211 8th Street
Baraboo, WI**

Note: It is best to contact the office to confirm receipt of Application materials.