

## APPLICATION FOR EMPLOYMENT

\*You must have availability to work a minimum 15 hours per week, ideally with availability on Fridays and/or Saturdays.

**Applicant Note:** This application form is intended for use in evaluating your qualification for employment. This is not an employment contract. Please answer questions completely and accurately.

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

Email: \_\_\_\_\_ Phone number: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

What date can you start? \_\_\_\_\_

How many hours a week are you available to work? \_\_\_\_\_

What months do you see yourself available to work? (Please circle below)

Jan Feb Mar Apr May June Jul Aug Sept Oct Nov Dec (1 year+)

### AVAILABILITY:

The ReStore is open Tuesday-Friday 11am-5pm, Saturday 10am-4pm, closed Sunday/Monday. Work shifts must be at least 4 hours and between 9:30am-5:30pm Tuesday-Friday or 8:30am-4:30pm on Saturdays.

Please list the times you are **available to work in the left column**, and the times you are **unavailable (in class/working another job) in the right column**.

<b>Tuesday</b>		
<b>Wednesday</b>		
<b>Thursday</b>		
<b>Friday</b>		
<b>Saturday</b>		

**EDUCATION:**

Please share level of education below:

TYPE OF SCHOOL (High School, College, Business/Trade School)	NAME OF SCHOOL	LOCATION	NUMBER OF YEARS COMPLETED	MAJOR / DEGREE OBTAINED

**FOR CURRENT STUDENTS:**

What year are you? \_\_\_\_\_

What is your major/area of study? \_\_\_\_\_

How many credit hours are you currently taking? \_\_\_\_\_

Are you planning to have/Do you have more than one job? \_\_\_\_\_

**SKILLS, ABILITY, AND INTEREST:**

Are you able to continuously stand and walk on cement surfaces during your shifts? **Yes / No**

Do you have the ability to traverse a retail store; climb, lift, carry minimum of 50 lbs. frequently; bend, twist, reach or other similar activities as required? **Yes / No**

Please explain any prior customer service experience you have: \_\_\_\_\_

---

---

Please explain any prior experience working with volunteers and/or training new staff members:

---

---

---

Why are you interested in working at the Habitat for Humanity of Monroe County ReStore?

---

---

---

How did you hear about this position? ☐ Website ☐ Social Media ☐ IU Jobs Fair

☐ IU Job Board ☐ Ivy Tech Job Board ☐ Other: \_\_\_\_\_

**RECENT JOB EXPERIENCE:**

Name of Employer		Name & position of last supervisor	Dates of Employment
Address			From:
City, State, Zip			To:
Last position held:		Average hours/week:	
Reason for leaving:			
Explain duties performed, skills used or learned, positions held, and any advancements or promotions earned while you worked at this company.			

  

Name of Employer		Name & position of last supervisor	Dates of Employment
Address			From:
City, State, Zip			To:
Last position held:		Average hours/week:	
Reason for leaving:			
Explain duties performed, skills used or learned, positions held, and any advancements or promotions earned while you worked at this company.			

  

Name of Employer		Name & position of last supervisor	Dates of Employment
Address			From:
City, State, Zip			To:
Last position held:		Average hours/week:	
Reason for leaving:			
Explain duties performed, skills used or learned, positions held, and any advancements or promotions earned while you worked at this company.			

If you plan to continue working while employed at the ReStore, how will you manage your schedule? \_\_\_\_\_

**REFERENCES:** (Professional, please do not include family members or close friends)

**Are you okay with us contacting your previous employers? Yes / No**

**If no, reason:** \_\_\_\_\_

Name	
Email & Phone	
Company	
Position	
Relationship	
Name	
Email & Phone	
Company	
Position	
Relationship	
Name	
Email & Phone	
Company	
Position	
Relationship	

☐ I certify that all information I have provided in order to apply for and secure work with Habitat for Humanity is true, complete and correct.

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

\_\_\_\_\_  
**Date of application**

**Thank you for your application! Please drop off to the ReStore during business hours or email to the ReStore Manager, Jess, at [grannan@monroecountyhabitat.org](mailto:grannan@monroecountyhabitat.org).**