



JOB APPLICATION

Newnan-Coweta Habitat for Humanity ReStore
Street Address: 216 Bullsboro Drive, Ste B1, Newnan, GA 30263
Mailing Address: P.O. Box 73619, Newnan, Georgia 30271
Office: 770-252-9049 | ReStore: 770-252-4061

Date of Application: _____

Newnan-Coweta Habitat for Humanity, Inc. is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a company representative.

Please fill out all of the sections below:

Applicant Information

Applicant Name: _____

Address: _____

City, State and Zip Code: _____

Telephone Number: _____

Email Address: _____

Employment Position

Position(s) applying for:

How did you hear about this position? _____

What days are you available for work? _____

What hours or shift are you available for work? _____

On what date can you start working if you are hired? _____

Do you have reliable transportation to and from work? _____

Personal Information

Do you have any friends, relatives, or acquaintances working for Newnan-Coweta Habitat for Humanity ReStore? Yes No

If yes, state name & relationship: _____

Are you 18 years of age or older? Yes No

Are you a U.S. citizen or approved to work in the United States? Yes No

What document can you provide as proof of citizenship or legal status?

Will you consent to a mandatory controlled substance test? Yes No

Do you have any condition which would require job accommodations? Yes No

If yes, please describe accommodations required below.

Have you ever been convicted of a criminal offense (felony or misdemeanor)? Yes No

If yes, please state the nature of the crime(s), when and where convicted and disposition of the case:

Job Skills/Qualifications

Please list below the skills and qualifications you possess for the position for which you are applying:

(Note: Newnan-Coweta Habitat for Humanity, Inc. complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

Education and Training

High School

Name	Location (City, State)	Year Graduated	Degree Earned

College/University

Name	Location (City, State)	Year Graduated	Degree Earned

Vocational School/Specialized Training

Name	Location (City, State)	Year Graduated	Degree Earned

Military:

Are you a member of the Armed Services? _____
What branch of the military did you enlist? _____
What was your military rank when discharged? _____
How many years did you serve in the military? _____

Previous Employment

Employer Name: _____
Job Title: _____
Supervisor Name: _____
Employer Address: _____
City, State and Zip Code: _____
Employer Telephone: _____
Dates Employed: _____
Reason for leaving: _____

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Employer Address: _____
City, State and Zip Code: _____
Employer Telephone: _____
Dates Employed: _____
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AT-WILL EMPLOYMENT

The relationship between you and the Newnan-Coweta Habitat for Humanity, Inc. is referred to as "employment at will." This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or Newnan-Coweta Habitat for Humanity, Inc. No representative of Newnan-Coweta Habitat for Humanity, Inc. has authority to enter into any agreement contrary to the foregoing "employment at will" relationship. You understand that your employment is "at will," and that you acknowledge that no oral or written statements or representations regarding your employment can alter your at-will employment status, except for a written statement signed by you and our Executive Director.

Applicant Signature: _____ Dated: _____