



## MEMBER SERVICE APPLICATION



Complete applications or program questions should be sent to Central Berkshire Habitat for Humanity at 314 Columbus Ave., Pittsfield, MA, (413)442-3181, [info@berkshirehabitat.org](mailto:info@berkshirehabitat.org). Paper copies and electronic copies accepted. Reasonable accommodations available upon request for application and interview process.

### GENERAL INFORMATION

Name (Last)	(First)	(Middle Initial)	Phone
Address (Mailing Address)	(City)	(State)	(ZIP) Secondary Phone
E-Mail	Are you legally entitled to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No		

### POSITION

**Help strengthen your community through a term of service with the Central Berkshire Habitat Build & Repair Corps!**

**AmeriCorps** is a network of national service programs that each take a different approach to improving lives and fostering civic engagement. Central Berkshire Habitat for Humanity is looking for members ready to commit their time to addressing critical community needs, to build their professional skills, and to be a leader in their neighborhoods.

Central Berkshire Habitat for Humanity is an independent affiliate of Habitat for Humanity International, a global nonprofit housing organization working in nearly 2100 communities across the United States and in 70 countries around the world. Habitat welcomes people from all walks of life to partner in serving and creating a better community for everyone who lives here. Founded in 1992, Central Berkshire Habitat for Humanity has been providing homeownership opportunities for more than 25 years. We serve Central and Southern Berkshire County, MA.

**Our vision is a world where everyone has a decent place to live.**

As a Construction Crew Member you will play a vital role in building and repairing homes on a local level. AmeriCorps members will learn and perform construction tasks on new and rehab homes; demolition, site prep, framing, roofing, siding, insulation, drywall, flooring, finish carpentry, and landscaping. Members will attend site safety trainings and collaborate with staff to maintain a safe and efficient work environment. Members will lead groups of skilled and unskilled volunteers and partner families in construction activities and provide on-site safety orientations. No previous experience in construction required.

**Responsibilities:**

- Actively assist staff, volunteers, and homeowners to build, rehabilitate, or repair homes.
- Offer guidance and leadership to volunteers partnering with Habitat on the construction site and community projects.
- Assist with hands-on construction tasks including but not limited to:
  - Demolition      ○ Flooring
  - Site prep        ○ Roofing
  - Framing         ○ Finish carpentry
  - Insulation      ○ Cabinetry
  - Drywall         ○ Landscaping
- Maintain site safety through modeling of safety practices and guidelines. Attend safety trainings with construction staff.
- Provide on-site orientation and safety training to volunteers and partner families.

- Help with materials management on site and at affiliate storage locations.
- Set up and cleanup project sites.
- Participate in planning, debriefing, and safety meetings as needed.
- On occasion, members may participate in larger community projects such as lot cleanups, community gardens, etc.
- Attend required meetings, trainings and events:
  - On site and affiliate orientation
  - OSHA 30 safety licensing
  - First Aid / CPR
  - Lockton Safety courses
  - Buildin' it up sessions
  - Getting Ahead skill building course
  - Financial Tools class
  - MLK National Day of Service
  - Evaluations with Direct Supervisors and Host Site Manager
  - Staff meetings, Construction Committee meetings, and home dedications as appropriate
  - Professional Development trainings & host site events as needed

**Qualifications:**

*Required*

- US Citizen or a permanent resident
- High School or GED education
- 17 years of age or older
- Complete a minimum of 900 hours ( $\frac{1}{2}$  time), 1200 hours ( $\frac{3}{4}$  time), or 1700 hours (full time) of documented service with Central Berkshire Habitat for Humanity during the program term.
  - Program runs August 31, 2020 through July 30, 2021.
    - Full time positions run for 11-months.
    - $\frac{3}{4}$  time positions run for 9 months.
    - $\frac{1}{2}$  time positions run 6 months
  - Members will serve Monday – Friday, 8:00am – 4:00pm (40 hours per week)
  - Weekend and/or evenings may be required for various events or trainings
- Complete all required AmeriCorps documentation and monthly reporting.
- Ability to work in a team and collaborate.
- Be able to lift 50 lbs. without strain and be comfortable going up and down extension and step ladders.
- Maintain a service portfolio of completed trainings and certifications.
- Commute to Central Berkshire Habitat for Humanity's local job sites.
- Complete all professional development requirements as part of member contract.

**Member Benefits:**

- A Bi-Weekly stipend (\$297.50 per week)
- Education award upon successful program completion (\$3,172.50 –  $\frac{1}{2}$  time, \$4,441.50 -  $\frac{3}{4}$  time, \$6,195 - full time).
  - Scholarship can be applied to past loans, future education, professional training certificates.
  - It is good for 7 years after program completion.
- Over 125 hours of professional training and networking in the construction and trades field and the non-profit sector.
- Minimum Essential Health Care coverage if needed.
- Loan deferment and interest accrual payment for qualifying loans upon completion of service.
- A nation-wide Alumni network and post service resources.

**Term of Service:**

- **Position Start Date:** Rolling start dates August 31, 2020 to January 25, 2021
- **Position End Date:** July 30, 2021
- Service commitment will be 40 hours per week during the following days/times:
  - Monday – Friday; 8:00 am – 4:00 pm with some evening and week end hours based on community schedule
- **Criminal Background Check:** Members are required to complete a federal criminal background check before beginning their term of service. Immediate disqualifications include, being listed on a state sex offender registry, being convicted of a violent crime, being convicted of murder.

Are you able to perform the essential functions of the position described above with or without reasonable accommodation?

Yes  No

**EDUCATION AND TRAINING**

High School Graduate or Equivalent Diploma (HSED)?  Yes  No

If no, list the highest grade completed

**COLLEGE, BUSINESS SCHOOL, MILITARY (Most recent first)**

Name and Location	Dates attended (month/year)	Credits Earned		Graduate	Degree & Year	Major or Subject
		Quarterly or semester hours	Other (specify)			
	From			<input type="checkbox"/> Yes		
	To			<input type="checkbox"/> No		
	From			<input type="checkbox"/> Yes		
	To			<input type="checkbox"/> No		
	From			<input type="checkbox"/> Yes		
	To			<input type="checkbox"/> No		
	From			<input type="checkbox"/> Yes		
	To			<input type="checkbox"/> No		
Occupational license, certificate or registration	Number		Where Issued		Expiration Date	
Occupational license, certificate or registration	Number		Where Issued		Expiration Date	
Occupational license, certificate or registration	Number		Where Issued		Expiration Date	

Languages read, written, and/or spoken fluently

**VETERAN INFORMATION (most recent)**

Branch of service	Date of entry	Date of discharge
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**SPECIAL SKILLS (list all pertinent skills and equipment you can operate)**

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**REFERENCES**

Name	Relationship to Applicant	Phone	Email

**WORK EXPERIENCE (most recent first) (including volunteer work and military experience)**

Employer	Phone	From (month/year)
Address		To (month/year)
Job title		Hours per week
Specific duties		Last Salary
		Supervisor
Reason for Leaving		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer	Phone	From (month/year)
Address		To (month/year)
Job title		Hours per week
Specific duties		Last Salary
		Supervisor

Reason for Leaving		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer	Phone	From (month/year)
Address		To (month/year)
Job title		Hours per week
Specific duties		Last Salary
		Supervisor
Reason for Leaving		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Give a brief response: What about the Habitat Build &amp; Repair Corps / AmeriCorps interests you? What are you most excited about?</b>

<b>How did you hear about the program? (please circle all that apply)</b>					
Friend	Employer	Coach / Mentor	Habitat website	Job search site	Flier
Facebook	Other: _____				

I certify the information contained in this application is true, correct, and complete. I understand that if selected, false statements reported on this application may be considered sufficient cause for dismissal. I understand that acceptance into the program is contingent on passing a federal criminal background check.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

*Central Berkshire Habitat for Humanity does not discriminate on the basis of race, religion, national origin, skin color, sex, age, veteran status, or disability. It is our intention that all qualified applications be given equal opportunity and that selection process is based on job-related factors.*