



EMPLOYMENT 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. Paper copies and electronic copies accepted.

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

Position or Type of Employment Desired	Will Accept: <input type="checkbox"/> Part-Time
Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Full-Time <input type="checkbox"/> Temporary
Salary Desired	Date Available

EDUCATION AND TRAINING

High School Graduate or Equivalent Diploma (HSED)? <input type="checkbox"/> Yes <input type="checkbox"/> 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
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Languages read, written, and/or spoken fluently						

VETERAN INFORMATION (most recent)		
Branch of service	Date of entry	Date of discharge

SPECIAL SKILLS (list all pertinent skills and equipment you can operate)

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

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.