

# Employment Application

BUILDING A BETTER & SAFER PLACE TO WORK



HAVEN  
CUSTOM HOMES™



Shift your  
career into

# HIGH GEAR



## GENERAL INFORMATION

Please complete all sections below, including Education and Work Experience, even if you are including your resume with this application.

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Years at current address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position applying for: \_\_\_\_\_ Salary desired: \_\_\_\_\_

Employment desired:  Full-time  Part-time

Date available to start work: \_\_\_\_\_

How did you hear about this position? \_\_\_\_\_

Were you referred by a Haven Custom Homes' employee?  No  Yes

Name: \_\_\_\_\_ Location: \_\_\_\_\_

Does an immediate member of your family, or a relative, work for Haven Custom Homes?  No  Yes

Name: \_\_\_\_\_ Location: \_\_\_\_\_

Have you ever previously applied for a position with or worked for Haven Custom Homes?  No  Yes

If yes, when: \_\_\_\_\_ Position? \_\_\_\_\_ Location? \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Are you subject to any agreement that could limit or preclude your ability to work for Haven Custom Homes (e.g., a non-compete agreement)?  No  Yes

Have you ever been convicted of, or pled guilty or no contest to a felony?  No  Yes

If yes, please explain: *(An affirmative answer in and of itself will not disqualify you from consideration.)*

\_\_\_\_\_  
\_\_\_\_\_

## EDUCATION AND LICENSES

Name of School	Location	Years Completed	Degree & Major
High School			
College/University			
Graduate Studies			
Technical School			

Do you have any professional licenses or certifications applicable to this position?  No  Yes

If yes, which licenses/certifications? \_\_\_\_\_

In which state(s) are you licensed/certified? \_\_\_\_\_

## MILITARY SERVICE

Have you ever been in the Armed Forces?  No  Yes

Specialty or Branch of Service: \_\_\_\_\_

Date Entered: \_\_\_\_\_ Date Discharged: \_\_\_\_\_

Are you now a member of the National Guard?  No  Yes

## WORK EXPERIENCE Please list your work experience for the past ten years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.

**May we contact your current employer?**

No  Yes

Name of Employer: \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_

Street Address: \_\_\_\_\_ Employment Dates: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Position: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Salary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_

Street Address: \_\_\_\_\_ Employment Dates: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Position: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Salary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_

Street Address: \_\_\_\_\_ Employment Dates: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Position: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Salary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_

Street Address: \_\_\_\_\_ Employment Dates: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Position: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Salary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_

Street Address: \_\_\_\_\_ Employment Dates: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Position: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Salary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

## WORK REFERENCES Please list three references other than relatives.

Name: \_\_\_\_\_ Street Address: \_\_\_\_\_

Title: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Company: \_\_\_\_\_ Telephone: \_\_\_\_\_

Relationship: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name: \_\_\_\_\_ Street Address: \_\_\_\_\_

Title: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Company: \_\_\_\_\_ Telephone: \_\_\_\_\_

Relationship: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name: \_\_\_\_\_ Street Address: \_\_\_\_\_

Title: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Company: \_\_\_\_\_ Telephone: \_\_\_\_\_

Relationship: \_\_\_\_\_ Email Address: \_\_\_\_\_

## MOTOR VEHICLE INFORMATION Answer the following questions only if you will be using a motor vehicle for company business.

Have you had any motor vehicle accidents within the past 3 years?  No  Yes

Year: \_\_\_\_\_ Please explain: \_\_\_\_\_

Have you been found guilty of motor vehicle violations within the past 3 years (omit minor parking violations)?  No  Yes

Year: \_\_\_\_\_ Please explain: \_\_\_\_\_

Do you hold a driver's license in good standing?  No  Yes

State: \_\_\_\_\_ License Number: \_\_\_\_\_

## APPLICATION WAIVER Please read Carefully

**In exchange for the consideration of my job application by Haven Custom Homes (also referred to as "the Company"), I agree that:**

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Haven Custom Homes, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by a Principal of Haven Custom Homes. Both the undersigned and the Company may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give Haven Custom Homes permission to contact schools, all previous employers (unless otherwise indicated), references and others, as well as to obtain criminal and/or driving records, and hereby release the Company from any liability as a result of such contact. I further understand that my employment with Haven Custom Homes is terminable at will for any reason by either party.

I also understand that, in connection with the routine processing of my employment application, Haven Custom Homes may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

As indication that you have read and understood each sentence, please sign in the space provided below.

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

*Haven Custom Homes is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.*

