



APPLICATION FOR INTERNSHIP

Houses into Homes is an Equal Opportunity Employer

Please Print

PERSONAL INFORMATION

Name: _____

First

Middle Initial

Last

Address: _____

City: _____ State: _____ Zip: _____

How many years at this address? _____

Previous Address _____

City: _____ State: _____ Zip: _____

How many years at this address? _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Best way to contact you: ☐ Home Phone ☐ Cell ☐ Email

Are you 18 years or older? ☐ Yes ☐ No

Are you legally eligible for employment in the U.S.? ☐ Yes ☐ No

Do you have a valid US driver's license? ☐ Yes ☐ No ID number: _____

INTERNSHIP POSITION APPLYING FOR

Position Applying for: _____

How did you hear about this internship?

Date available to begin work: _____

Have you applied at Houses into Homes before? ☐ Yes ☐ No

If yes, when? _____ Were you interviewed? ☐ Yes ☐ No

Do you have any relatives/friends employed at Houses into Homes? ☐ Yes ☐ No

If yes, please list name(s) and Relationship:

Have you ever been convicted of a felony or misdemeanor crime? ☐ Yes ☐ No

If yes, please list all adult convictions, including felony and misdemeanor convictions. Do not include minor traffic violations. Do not disclose information pertaining to sealed or expunged conviction records.

(Note: A conviction is not an automatic bar to employment. Each case is considered in relation to the position applied for.)

EDUCATION

School	Name & Address	Date of Graduation	Major or Courses of Study
High School			
College or University			
Graduate School			

GENERAL INFORMATION

List any additional skills and knowledge that relate to your ability to perform the job for which you have applied, such as licenses, certifications, professional memberships,

computer knowledge, and special interests. Omit any organizations that may indicate a reference to race, color, age, religion, disability, national origin, or veteran status.

EMPLOYMENT HISTORY

Please fill out this section entirely. Do not indicate "refer to resume." Please list all work experience, starting with your current or most current employer. Resumes are accepted as supplemental information.

If additional information is attached, please check here. ☐

Present Employer:		Job Title:	
Address:		Job Duties:	
Telephone Number	Immediate Supervisor:	Beginning Salary/Hourly Rate: \$	Final Salary/Hourly Rate: \$
Dates Employed: From: To:		Reason for Leaving:	
May we contact this employer? Yes No			

Employer:		Job Title:	
Address:		Job Duties:	
Telephone Number	Immediate Supervisor:	Beginning Salary/Hourly Rate: \$	Final Salary/Hourly Rate:

Dates Employed: From: To:		Reason for Leaving:
May we contact this employer? Yes No		

Employer:		Job Title:	
Address:		Job Duties:	
Telephone Number	Immediate Supervisor:	Beginning Salary/Hourly Rate:	Final Salary/Hourly Rate:
Dates Employed: From: To:		Reason for Leaving:	
May we contact this employer? Yes No			

Employer:		Job Title:	
Address:		Job Duties:	
Telephone Number	Immediate Supervisor:	Beginning Salary/Hourly Rate:	Final Salary/Hourly Rate:
Dates Employed: From: To:		Reason for Leaving:	
May we contact this employer? Yes No			

REFERENCES

List three people not related to you whom you have known for at least one year and who are knowledgeable about your current/recent work performance (professional references).

Name:	Address:	
Telephone Number:	Relationship:	Years Known:

Name:	Address:	
Telephone Number:	Relationship:	Years Known:

Name:	Address:	
Telephone Number:	Relationship:	Years Known:

AUTHORIZATION: Please read and understand this statement before signing your application:

I certify that the facts contained in this application are true and complete to the best of my knowledge. I further understand that, if hired as an intern, falsified statements on this application shall be grounds for dismissal. I authorize the investigation of all statements contained herein. I release from all liability all the references and employers listed above who provide information concerning my previous employment and any other personal or otherwise information to Houses into Homes. This application will expire in 60 days. After that date, I understand that my status as an applicant will end. I may re-apply for an internship by completing a new application. This application is not an internship agreement.

In considering my application for an internship, Houses into Homes may verify the information on this application and obtain additional information relating to my background. I authorize all persons, schools, companies, corporations, and law enforcement agencies to supply any information concerning my background.

I fully understand and accept all terms and conditions in the above statement.

SIGNATURE: _____ **DATE:** _____

PRINT NAME: _____