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| **Application for Employment** | | | | **Habitat for Humanity International**  **is a safeguarding and child protection focus organization** | | | | | |
| **Importance of consent**  *By providing your personal information in this Application of Employment you have agreed for Habitat for Humanity to access to your data for the purpose of pre-employment verification & assessment and agreed for Habitat Cambodia to conduct reference check with people you provided in this form and conduct any other background verification.* | | | | | | | | | |
| **Personal Information** | | | | | | | | | |
| Family name |  | | Given name | |  | | | | |
| Residential address |  | | | | Province/city | | | |  |
| Phone number |  | | Email: | |  | | | | |
| Passport / ID Card # |  | | | | Issued by | |  | | |
| Are you legally eligible to work in Cambodia? | | | | | Yes ❑ No ❑ | | | | |
| Are you able to provide original records of your education and professional training to check? | | | | | Yes ❑ No ❑ | | | | |
| If selected for employment, are you willing to submit a criminal record and provide 3 reference checks? | | | | | Yes ❑ No ❑ | | | | |
| Do you have relative/friend who currently works at Habitat Cambodia? | | | | | Yes ❑ No ❑  Please specify if yes: | | | | |
| **Position** | | | | | | | | | |
| Position you’re applying for |  | | | | Available start date | | | |  |
| Employment desired  Full time ❑ Part time ❑ Temporary ❑ | | | | | Minimum accepted gross salary (USD) | | | |  |
| **Education & Professional Training:** *Please attach scanned copies of your education & professional training records to this application* | | | | | | | | | |
| School name | Location | | Year attended | | Degree received | | | | Major |
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| **References** (Business & Professional only) | | | | | | | | | |
| Name | Title | | Company | | Relation | | | Phone & Email | |
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| **Employment History (**Please list out your most employment first) | | | | | | | | | |
| Employer | Job Title & Main Responsibilities (Add a separate if needed) | Employment duration  from mm/dd/yyyy to mm/dd/yyyy | | Name of supervisor | | Employer’s contact  Address, Work phone & email of HR Department | | | Reason for leave |
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| **Language Ability (Rate yourself - 0 = Poor, 1 = Fair, 2 = Good, 3 = Fluent and Accurate)** | | | | | | | | | |
|  | Verbal | Written | | **Other Language** | | Verbal | | | Written |
| English |  |  | |  | |  | | |  |
| Khmer |  |  | |  | |  | | |  |
| **In case of Emergency, notify:** | | | | | | | | | |
| Family Name: |  | | | First Name: | | | | |  |
| Relationship: |  | | | Contact Number: | | | | |  |
| Address: |  | | | | | | | | |
| **Signature Disclaimer** | | | | | | | | | |
| I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in termination of my employment with Habitat Cambodia. | | | | | | | | | |
| Name (Please print) |  | | | | Signature | | | | |
| Date |  | | | |

**About Habitat for Humanity**

[Habitat for Humanity](https://www.habitat.org/about/history), founded in 1976, is a global, Christian-based nonprofit organization that grew out of an intentionally multi-racial community in rural Georgia. Seeking to put God's love into action, Habitat brings together people of all faiths and people of no faith to build homes, communities and hope. Working alongside each other, we help families and individuals build and improve places to call home and achieve the strength, stability and self-reliance they need to build better lives. Habitat seeks individuals who have a willingness to affirm these principles and values.

At Habitat for Humanity International, we embrace a history rooted in creating equity and take our mission seriously by courageously committing to culture and workplace where all staff feels safe, welcome, visible, respected, supported and valued. As an equal opportunity employer, we realize that our success depends upon building an inclusive workforce of diverse perspectives and encouraging people of varied races, ethnicities, national origins, tribes, religions, ages, gender identities and expressions, genders, sexual orientations, marital statuses, disabilities, veteran/reserve national guard statuses, socio-economic statuses, thinking and communication styles to work with us.

We also require that all staff take their ethical responsibilities to safeguard our intended beneficiaries, their communities (especially children), and all those with whom we work. In line with the prevention of sexual exploitation and abuse, all staff must pass a thorough background screening and be held accountable for upholding our ethical behavior policies, including safeguarding and whistleblowing.