



Volunteer Application

PLEASE PRINT

Last Name: _____ First Name: _____

Date of Application: _____ Days & Hours Available: _____

It is the goal of National Faith Homebuyers (NFHB) to provide and support a work culture that encourages diversity, facilitates understanding of perceptions and builds a cohesive work environment.

National Faith HomeBuyers (NFHB) is a nonsectarian, nonprofit agency that provides home ownership and educational services on homeownership to the Greater Detroit community. The Agency's mission is to assist anyone that desires home ownership, especially targeting low to moderate income families and Veterans and their families. National Faith HomeBuyers encourages families to take ownership of their lives and adopt financially responsible behavior, while becoming independent of governmental assistance.

NFHB was formed in 1996 to address the problems of homelessness, affordable housing, prison reentry and housing for returning veterans. Since that time, NFHB has successfully expanded and adapted its services to meet client needs, in Detroit and surrounding communities, caused by social, economic, and political changes.

NFHB is committed to maintaining a drug-free workplace and meeting its obligations under the Drug-Free Workplace Act of 1998. The manufacture, sale, use, possession, dispensation or distribution of drugs or alcohol by employees on NFHB business or visitors to NFHB premises is prohibited.

Your interest in employment with NFHB is sincerely appreciated. Please feel free to attach any additional information that you feel will be helpful in evaluating your qualifications to this application.

Accommodations for interviews are provided upon request. Contact Rebecca Munro at 313-255-9500 x. 224 / RebeccaMunro@NationalFaith.org for assistance.



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APPLICANT INFORMATION – Please Print Clearly			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Home Phone	Message Phone		
E-mail address	May we use e-mail to contact you?		
Have you ever worked for this Agency? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?			

EDUCATION			
High School		Address	
	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

EMPLOYMENT HISTORY			
Please list your last three employers, assignments or verified volunteer activities, starting with the most recent.			
Company		Supervisor	
Address		Supervisor Phone	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title			
Responsibilities			
From	To	Reason for Leaving	



May we contact your supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Company		Phone ()	
Address		Supervisor	
Job Title			
Responsibilities			
From	To	Reason for Leaving	
May we contact your supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
COMPUTER SKILLS			
Please describe your knowledge of Microsoft Office Suite:			
WORD	<input type="checkbox"/> ADVANCED	<input type="checkbox"/> PROFICIENT	<input type="checkbox"/> NOVICE <input type="checkbox"/> NO KNOWLEDGE
EXCEL	<input type="checkbox"/> ADVANCED	<input type="checkbox"/> PROFICIENT	<input type="checkbox"/> NOVICE <input type="checkbox"/> NO KNOWLEDGE
POWER POINT	<input type="checkbox"/> ADVANCED	<input type="checkbox"/> PROFICIENT	<input type="checkbox"/> NOVICE <input type="checkbox"/> NO KNOWLEDGE
OTHER – PLEASE EXPLAIN:			
ACCOMPLISHMENTS			
Please describe any accomplishments, professional registration, professional licenses and other pertinent, job related experience or honors.			

HOW DID YOU HEAR ABOUT NFHB?

REFERENCES	
Please list three professional references.	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	



National Faith HomeBuyers may be required by law to conduct a credit check and/or criminal records investigation for the position for which you have applied. The Federal Fair Credit Reporting Act requires that we advise you that a routine inquiry may be made into your background. If a consumer reporting agency is engaged in an investigation, information relevant to the nature and scope of inquiry, if one is made, will be provided to you upon written request.

DISCLAIMER AND SIGNATURE

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that, if employed, falsified statements on this application shall be grounds for dismissal. I also understand that neither the application nor any other personnel forms or handbooks constitutes an employment contract.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, and release all parties from all liability for any damage that may result from furnishing the information to you.

Signature

Date