

APPLICATION FOR PAID INTERNSHIP



Habitat for Humanity of San Antonio is an equal opportunity employer. As such, employment decisions for applicants and employees are made without regard to race, color, religion, sex, age (if over 40), national origin or disability (if able to perform the essential functions of the job with or without the aid of a reasonable accommodation). If you require assistance in completing this application, please inform the staff liaison. If additional space is needed, please attach extra pages.

(PLEASE PRINT)

Position Applied For: Temporary SUMMER INTERN – Full Time – Tuesday-Friday 7:00 a.m. to 4:00 p.m. Saturday 6:30 a.m. to 4:00 p.m.	Date of Application: _____
US Dept of Labor regulations prohibit us from hiring anyone under 16 years of age!	Circle T-Shirt Size: S M L XL
Name of Your College or High School: _____	
High School: Check what grade you will have <u>completed</u> in June, 2021: <input type="checkbox"/> 9 th <input type="checkbox"/> 10 th <input type="checkbox"/> 11 th <input type="checkbox"/> 12 th College: What Year have you <u>completed</u> in May, 2021: <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> Other: _____	

Last Name	First Name	Email address:
Address: <i>Number</i> <i>Street</i> <i>Apt#</i> <i>City</i> <i>State</i> <i>Zip Code</i>		
Your Telephone Number(s) <i>Home</i> <i>Cell</i>		
As of June 9, are you at least 16 yrs old? <input type="checkbox"/> Yes <input type="checkbox"/> No Your Date of Birth (if under 18):		Your Texas Driver's License #:
If under age 18, Your Parent/Guardian's Name(s): 1. 2.		Parent 1 Cell: Parent 1 Work Phone #: Parent 2 Cell: Parent 2 Work Phone #:

Best time to contact you by phone is: _____

Are you legally eligible to work in the United States? Yes No
Proof of identity and employment eligibility will be required upon employment/internship.

Can you provide required proof of eligibility to work? Yes No

Have you been a Summer Intern with us before? If Yes, list year _____ Yes No

Have you ever been employed with us before? If Yes, give date _____ Yes No

Do any of your friends or relatives currently work at Habitat for Humanity of SA? Yes No
 If Yes, please provide information:
 Name of friend/relative: _____ Relationship: _____

During the internship period, list what day(s)/dates you would **not** be able to work and why (such as being off on a family vacation or college orientation trip):
 Dates needing to be off: _____ Reason: _____
 Dates needing to be off: _____ Reason: _____

Date available to START work: ____/____/2021 Date you want to finish/stop work by: ____/____/2021

Can you arrive to work by 7:00 a.m. Tuesday through Friday and 6:30 a.m. on Saturday? Yes No

How will you get to and from work? will be dropped off/picked up each day will use own/family vehicle
 will rely on Public Bus/Transportation Other: _____

Have You Been Convicted of or Received Deferred Adjudication for a Crime? Yes No
 (Note: Conviction or deferred adjudication will not necessarily disqualify an applicant)
 If Yes, Please Explain:

EDUCATION	NAME /LOCATION OF SCHOOL	YEARS ATTENDED	DATE YOU DID/WILL GRADUATE	Construction/ Shop Type Classes Taken or Degree Program Name
High School				
College				
Trade/Business School				
Other				

EMPLOYMENT HISTORY (Please list below last two employers, starting with most recent one first)		
Employer & Address	Dates Employed From:	Work Performed
	To:	
Telephone #:	Hourly Rate/Salary	
Your Job Title:		
Supervisor:		
Reason for Leaving Job:		

Employer & Address	Dates Employed From:	Work Performed
	To:	
Telephone #:	Hourly Rate/Salary	
Your Job Title:		
Supervisor:		
Reason for Leaving Job:		

REFERENCES: Identify three references (not related to you) whom you have known at least 6 months. Reference letters are optional and may be submitted with this application.

NAME	EMAIL AND PHONE #	OCCUPATION	YEARS ACQUAINTED
School Reference:			
Personal Reference:			
Community Service or Job Reference:			

SUMMARIZE ANY PERSONAL CONSTRUCTION-RELATED EXPERIENCE OR QUALIFICATIONS

(Construction related experience is not a requirement, it just tells us a little about your existing knowledge):

SUMMARIZE ANY COMMUNITY SERVICE EXPERIENCE:

LANGUAGES: Check the languages you can speak, read, and/or write.

	Comfortable Speaking	Comfortable Writing	Very little or None
Spanish			
English			
Other (list)			

CONSTRUCTION SKILLS: To help us best meet your training needs, check the box that best describes your performance level with regard to the following:

	No experience so this will be new	Limited Understanding	Have helped in these areas before so fairly comfortable	Lots of Experience & Very Knowledgeable
Use of hand tools (hammers, drills, etc)				
Basic Carpentry				
Painting				
Basic Plumbing				
Basic Electrical				
Read, interpret floor plans or bldg plans				

WORKING ENVIRONMENT: Check the box that best describes your comfort level with regard to the following (think big school projects).

	Very Comfortable	Fairly Comfortable	Somewhat Uncomfortable	Find very difficult to do & dislike
Working independently staying on task w/o specific direction				
Working as a team member following instructions				
Working as a team leader giving instructions				
Handling multiple tasks at once				
Changing from one project to another with little or no notice				
Working under pressure of time constraints and un-expected problems				

APPLICANT ATTESTATION:

I hereby certify that the foregoing statements are true and correct. I understand that any false statement contained herein may result in rejection of this application or termination of my internship if such false statement is discovered subsequent to employment. I authorize the Company (Habitat) to request any persons, firms or corporations identified as a current or former employer or reference to answer any and all questions that may be asked and to give any and all information concerning me, my work habits, character, or skill that may be sought in connection with this application. I expressly release these persons from any and all liability in furnishing responses to the Company's inquiries, and I release the Company from any and all liability, including liability for alleged negligence, related to its inquiries to those identified on this application and its use of information provided by those persons.

I understand and agree that, if employed, my employment is for no definite period and that I may be terminated at any time without any prior notice, regardless of the date of payment of my wages or salary. If this application is considered favorably, I agree to abide by and comply with all rules and regulations of the Company as they currently exist and/or as they are modified from time to time during my employment relationship.

STUDENT APPLICANT'S SIGNATURE

DATE

PARENT OR GUARDIAN ATTESTATION for Youth Applicants under age 18:

I, as parent or guardian, hereby certify that the foregoing statements are true and correct. I understand that any false statement contained herein may result in rejection of this application or termination of my child's internship if such false statement is discovered subsequent to employment. I authorize the Company (Habitat) to request any persons, firms or corporations identified as a current or former employer or reference to answer any and all questions that may be asked and to give any and all information concerning my child, my child's work habits, character, or skill that may be sought in connection with this application. I expressly release these persons from any and all liability in furnishing responses to the Company's inquiries, and I release the Company from any and all liability, including liability for alleged negligence, related to its inquiries to those identified on this application and its use of information provided by those persons.

I understand and agree that, if my child is employed, my child's employment is for no definite period and that my child may be terminated at any time without any prior notice, regardless of the date of payment of my child's wages or salary. If this application is considered favorably, I agree that both me and my child will abide by and comply with all rules and regulations of the Company as they currently exist and/or as they are modified from time to time during my child's employment relationship.

PARENT OR GUARDIAN'S SIGNATURE

DATE

Attachments:
Permission to Participate and Prospective Release
Youth Involvement on Habitat Work Sites

PERMISSION TO PARTICIPATE AND PROSPECTIVE RELEASE, INDEMNITY, & HOLD HARMLESS AGREEMENT FOR MINORS (through age 17):

Important: Please read this document fully before signing. It is a binding Agreement. We are asking you to sign this Agreement in consideration of our allowing you to participate in the Habitat for Humanity of San Antonio Student Internship Program. Each minor and their legal guardian must read and sign this before working on a Habitat for Humanity of San Antonio site.

By signing below, you are agreeing on behalf of yourself (and on behalf of your minor) to release, indemnify, and hold harmless Habitat for Humanity of San Antonio, Inc. (Habitat) from any demands, lawsuits, causes of action or any other kind of claims relating to your or your minor's time spent at Habitat. Please complete this form and hand it in to a Habitat for Humanity of San Antonio staff member before participating.

This Release (the "Release") executed on this _____ day of _____, 2021, by the minor intern and his/her legal guardian (guardian name) _____ in favor of HABILITAT FOR HUMANITY OF SAN ANTONIO, INC., a nonprofit corporation organized and existing under the laws of the State of Texas, USA (called "Habitat").

The Minor _____, desires to work as a paid intern for Habitat for Humanity of San Antonio and engage in the activities related to a construction work project. I, the legal guardian _____, hereby freely and voluntarily, without duress, give my permission for the Minor to participate and I execute this Release under the following terms:

- 1. Waiver and Release.** The guardian and minor release and forever discharges and hold harmless Habitat and its successors and assigns from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from the minor's work at Habitat. The guardian/minor understands and acknowledges that this Release discharges Habitat from any liability or claim that guardian and minor may have against Habitat with respect of bodily injury, personal injury, illness, death, or property damage that may result from participation on the Habitat worksite. It is also understood that unless specifically promised by Habitat in writing, Habitat does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health or disability insurance in the event of injury, illness, death or property damage. **This Release/Indemnity/Hold Harmless Agreement includes, but is not limited to, any claims based on negligence, including the negligence of Habitat and/or negligence of any of Habitat's employees, agents, or independent contractors and extends to any and all losses, costs, expenses and liabilities arising out of, incident to or resulting from your time spent at Habitat (collectively referred to herein as "Damages"), even though such damages may have been caused in whole or in part by a pre-existing defect, negligence (whether sole, joint or concurrent), gross negligence, strict liability, or other legal fault of Habitat.**
- 2. Insurance.** The guardian and minor understands that we expressively waive any such claim for compensation or liability on the part of Habitat beyond what may be offered freely by the representative of Habitat in the event of such injury or medical expense.
- 3. Medical Treatment.** The guardian and minor hereby release and forever discharge Habitat from any claim whatsoever which arises or may hereafter arise on account of any first-aid treatment or other medical services rendered in connection with an emergency during the minors time with Habitat.
- 4. Assumption of Risk.** The guardian understands that the minor's time with Habitat may include activities that may be hazardous to them including, but not limited to, construction activities, loading and unloading of heavy equipment and materials, and local transportation to and from work sites. We recognize and understand that the minor's time with Habitat may, in some situations, involve inherently dangerous activities. As the guardian for the said minor I hereby expressly assume the risk of injury or harm in these activities and release habitat from all liability for injury, illness, death or property damage resulting from the activities of the minor's time at Habitat.
- 5. Photographic Release.** As the guardian of said minor I grant and convey unto Habitat all right, title, and interest in all photographic images and video or audio recordings made by Habitat during the minor's work with Habitat.

6. **Other.** As the minor and the minor's guardian I expressly agree that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Texas in the United States of America, and that this Release shall be governed by and interpreted in accordance with the laws of the State of Texas. I agree that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be enforceable.

To express my understanding of this Release, I sign here.

Name of Legal Guardian _____

Name of Minor _____

Signature of Legal Guardian _____

Signature of Minor _____

Address/Phone number of Legal Guardian _____

Emergency Contact Name _____ Phone number _____



Habitat for Humanity[®] of San Antonio

YOUTH INVOLVEMENT ON A HABITAT WORK SITE:

Youth aged 16 and older may participate as a Paid Intern on a Habitat work site subject to the following conditions:

US Department of Labor Regulations prevent anyone under the age of 16 from working on a construction site. No one under the age of 18 is permitted to do any work that the US Secretary of Labor has said is too hazardous for youth under the age of 18.

Youth ages 16 and 17 MAY:

- Be present on an active construction site.
- Perform general construction or repair work utilizing hand held tools such as hammers, non-powered saws, tape measures, utility knives, screw drivers, crow bars, wedges, levels, etc. and utilizing hand held power tools such as corded or cordless hand-held drills and screw drivers.
- Perform general construction work at ground level such as site preparation or finish up, framing, building, siding, dry-in, windows, doors, trim, baseboards, insulation, cabinets, counters, flooring, hardware, painting, caulking, fencing, landscaping, site clean-up, etc.
- Operate some types of power-driven machinery such as lawn mowers, weed eaters, leaf blowers, vacuums, etc.
- Load and unload goods to or from trucks or trailers, to and from mobile storage units, load, unload, and process inventory and materials in the warehouse.
- Work on the maintenance or repair of machinery, equipment, or structures.

Youth ages 16 and 17 may NOT:

- Operate power-driven machinery designated as hazardous by the US Secretary of Labor such as table saws, wood working machines, shearing machines, drill presses, etc.
- Operate any motor driven vehicles such as trucks and fork lifts.
- Work on or about a roof.
- Work on a ladder more than 3 feet off the ground.
- Do demolition work.
- Engage in any work where the youth could be exposed to asbestos or lead paint hazards.

Youth Interns Agree to:

- Strictly abide by these restrictions.
- Immediately report to a staff supervisor any actual, suspected, or rumored violation of these restrictions by any person on a Habitat site.

I understand that violations of these conditions will result in immediate termination of the internship. To express my understanding and agreement with these conditions, I sign here.

Name of Legal Guardian _____

Name of Minor _____

Signature of Legal Guardian _____

Signature of Minor _____

Date Signed: ____/____/2021

PERMISSION TO PARTICIPATE AND PROSPECTIVE RELEASE, INDEMNITY, & HOLD HARMLESS AGREEMENT FOR YOUNG ADULTS (age 18 and up):

Important: Please read this document fully before signing. It is a binding Agreement. We are asking you to sign this Agreement in consideration of our allowing you to participate in the Habitat for Humanity of San Antonio Student Internship Program. Each young adult must read and sign this before working on a Habitat for Humanity of San Antonio site.

By signing below, you are agreeing on behalf of yourself to release, indemnify, and hold harmless Habitat for Humanity of San Antonio, Inc. (Habitat) from any demands, lawsuits, causes of action or any other kind of claims relating to your time spent at Habitat. Please complete this form and hand it in to a Habitat for Humanity of San Antonio staff member before participating.

This Release (the "Release") executed on this _____ day of _____, 2021, by the young adult intern in favor of HABITAT FOR HUMANITY OF SAN ANTONIO, INC., a nonprofit corporation organized and existing under the laws of the State of Texas, USA (called "Habitat").

I, the "Young Adult" named _____, desires to work as a paid intern for Habitat for Humanity of San Antonio and engage in the activities related to a construction work project. As a Young Adult, I hereby freely and voluntarily, without duress, agree to participate and execute this Release under the following terms:

- 1. Waiver and Release.** The young adult releases and forever discharges and hold harmless Habitat and its successors and assigns from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from the young adult's work at Habitat. The young adult understands and acknowledges that this Release discharges Habitat from any liability or claim that the young adult may have against Habitat with respect of bodily injury, personal injury, illness, death, or property damage that may result from participation on the Habitat worksite. It is also understood that unless specifically promised by Habitat in writing, Habitat does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health or disability insurance in the event of injury, illness, death or property damage. **This Release/Indemnity/Hold Harmless Agreement includes, but is not limited to, any claims based on negligence, including the negligence of Habitat and/or negligence of any of Habitat's employees, agents, or independent contractors and extends to any and all losses, costs, expenses and liabilities arising out of, incident to or resulting from your time spent at Habitat (collectively referred to herein as "Damages"), even though such damages may have been caused in whole or in part by a pre-existing defect, negligence (whether sole, joint or concurrent), gross negligence, strict liability, or other legal fault of Habitat.**
- 2. Insurance.** The young adult understands that we expressively waive any such claim for compensation or liability on the part of Habitat beyond what may be offered freely by the representative of Habitat in the event of such injury or medical expense.
- 3. Medical Treatment.** The young adult hereby releases and forever discharges Habitat from any claim whatsoever which arises or may hereafter arise on account of any first-aid treatment or other medical services rendered in connection with an emergency during the minors time with Habitat.
- 4. Assumption of Risk.** The young adult understands that the young adult's time with Habitat may include activities that may be hazardous to them including, but not limited to, construction activities, loading and unloading of heavy equipment and materials, and local transportation to and from work sites. We recognize and understand that the young adult's time with Habitat may, in some situations, involve inherently dangerous activities. As the young adult, I hereby expressly assume the risk of injury or harm in these activities and release Habitat from all liability for injury, illness, death or property damage resulting from the activities of my time at Habitat.
- 5. Photographic Release.** As the young adult, I grant and convey unto Habitat all right, title, and interest in all photographic images and video or audio recordings made by Habitat during my work with Habitat.

Permission to Participate & Prospective Release, Indemnity, & Hold Harmless Agreement for Young Adults (age 18 & up)

6. **Other.** As the young adult, I expressly agree that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Texas in the United States of America, and that this Release shall be governed by and interpreted in accordance with the laws of the State of Texas. I agree that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be enforceable.

To express my understanding of this Release, I sign here.

Signature of Young Adult _____

Print Name of Young Adult _____

Address/Phone number: _____

Emergency Contact Name _____ Phone number _____