



**ReStore**  
Fort Collins Habitat for Humanity

**ReStore  
Customer Service  
Associate**

**Job Title: ReStore Customer Service Associate**  
**Department: ReStore**  
**Reports to: ReStore Manager**

### **Location**

4001 South Taft Hill Road, Fort Collins, CO 80526.

### **Job Overview**

The Fort Collins Habitat for Humanity ReStore serves as a fundraising enterprise to support Habitat's mission of providing affordable homeownership opportunities to Fort Collins families. Staff members are integral to the success of the store, and have the opportunity to work with customers, donors, and supporters from around the community. Every interaction at the sales counter, in the warehouse, or on the truck can help to further Habitat's mission, and the ideal candidate is excited about this opportunity to serve others. Together, we can make HOME possible!

### **Job Responsibilities**

*The job responsibilities include, but are not limited to:*

- Works as labor on the donations truck as needed and in warehouse and yard
- Back up Truck driver
- Helps to load and unload purchases and donations
- Helps to organize and maintain warehouse and yard
- Helps with the flow of merchandise to the sales floor
- Point of Sale and customer service
- Answering telephones
- Helps check donations
- Other duties as assigned

### **Necessary Skills/Talents**

- Dependable person with good work ethic.
- Excellent people and relational skills including phone voice and face-to-face communications.
- Must be in good physical condition to be able to lift items up to 70 pounds on a regular basis
- Must possess valid Colorado Driver's License and good driving record
- Be team player
- Part-time, hours TBD

**Wages: \$13/hour**



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**To Apply:** Please fill out the application found on the following page and return it, along with your resume to the ReStore at 4001 S. Taft Hill Road, or send via email to Matt Morris, ReStore Manager, at [mmorris@habitatstore.org](mailto:mmorris@habitatstore.org)

An Equal Opportunity Employer, Fort Collins Habitat for Humanity ReStore does not discriminate based on race, color, religion, national origin, sex, age, disability, genetic information or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.

### **Our Vision**

A world where everyone has a decent place to live.

### **Fort Collins Habitat for Humanity Mission Statement**

Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities and hope.

### **About Fort Collins Habitat for Humanity**

Fort Collins Habitat for Humanity is part of a global, nonprofit housing organization operated on Christian principles that seeks to put God's love into action by building homes, communities and hope. Fort Collins Habitat for Humanity is dedicated to eliminating substandard housing in the Fort Collins area and worldwide through constructing, rehabilitating and preserving homes; by advocating for fair and just housing policies; and by providing training and access to resources to help families improve their shelter conditions. Habitat for Humanity was founded on the conviction that every man, woman and child should have a simple, durable place to live in dignity and safety, and that decent shelter in decent communities should be a matter of conscience and action for all. [www.FortCollinsHabitat.org](http://www.FortCollinsHabitat.org)

### **The Fort Collins Habitat for Humanity ReStore**

The Fort Collins Habitat for Humanity (FCHF) ReStore serves as a fundraising source for Fort Collins Habitat for Humanity to further its mission to eradicate poverty housing in the Fort Collins area. The ReStore accepts donations of appliances, building materials, furniture, home goods, lighting and vehicles. The items are then sold to raise funds to build homes in Fort Collins. FCHF practices a "hand-up, not a hand-out" policy through working in partnership with modest-income families to build simple, decent and affordable homes. The FCHF ReStore allows customers to furnish, restore or remodel their home at a lower cost. Their purchases then enable FCHF to build more houses in partnership with families in need in the Fort Collins area, thus restoring their hope. [www.HabitatStore.org](http://www.HabitatStore.org).



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## ReStore Customer Service Associate

### APPLICATION FOR EMPLOYMENT

#### An Equal Opportunity Employer

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GENERAL

Answer each question fully and accurately. No action can be taken on this application until you have answered all questions. Use blank paper if you do not have enough room on this application. **PLEASE PRINT**, except for signature on back of application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

Job Applied for \_\_\_\_\_ Today's Date \_\_\_\_\_

Are you seeking: Full-time  Part-time  Temporary  employment? When could you start work? \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Present Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Are you 18 years of age or older? . . . . . Yes  No   
(If you are hired, you may be required to submit proof of age.)

If hired, you will be required to furnish proof of your eligibility to work in the U.S.

Have you ever applied here before? Yes  No  If yes, when? \_\_\_\_\_

Were you ever employed here? Yes  No  If yes, when? \_\_\_\_\_

Have you ever been convicted of any law violation?  
Include any plea of "guilty" or "no contest." (Exclude minor traffic violations.) . . . . . Yes  No

If yes, give details \_\_\_\_\_  
(A conviction will not necessarily disqualify an applicant for employment.)

If employed, do you expect to be engaged in any additional business  
or employment outside of our job? . . . . . Yes  No

If yes, give details \_\_\_\_\_

For Driving Jobs Only: Do you have a valid driver's license? . . . . . Yes  No

Driver's License Number \_\_\_\_\_ Class of License \_\_\_\_\_ State Licensed In \_\_\_\_\_

Have you had your driver's license suspended or revoked in the last 3 years? . . . . . Yes  No

If yes, give details: \_\_\_\_\_

List professional, trade, business or civic activities and offices held. (Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age, disability, genetic information or other protected status.) \_\_\_\_\_

EDUCATION

#### LIST NAME AND ADDRESS OF SCHOOLS

Number of  
Years  
Completed

Diploma/  
Degree/  
Certificate

Subjects  
Studied

High School or GED: \_\_\_\_\_



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College or University: \_\_\_\_\_

Vocational or Technical: \_\_\_\_\_

What skills or additional training do you have that relate to the job for which you are applying? \_\_\_\_\_

\_\_\_\_\_

What machines or equipment can you operate that relate to the job for which you are applying? \_\_\_\_\_

\_\_\_\_\_



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List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references. **Note: A job offer may be contingent upon acceptable references from current and former employers.**

NAME OF EMPLOYER	JOB TITLE AND DUTIES	
ADDRESS	DATES OF EMPLOYMENT (MO/YR): FROM TO	
CITY, STATE, ZIP CODE	PAY: START \$	FINAL \$
SUPERVISOR(S)	TELEPHONE	Reason For Leaving
NAME OF EMPLOYER	JOB TITLE AND DUTIES	
ADDRESS	DATES OF EMPLOYMENT (MO/YR): FROM TO	
CITY, STATE, ZIP CODE	PAY: START \$	FINAL \$
SUPERVISOR(S)	TELEPHONE	Reason For Leaving
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CITY, STATE, ZIP CODE	PAY: START \$	FINAL \$
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CITY, STATE, ZIP CODE	PAY: START \$	FINAL \$
SUPERVISOR(S)	TELEPHONE	Reason For Leaving

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Have you worked or attended school under any other names? . . . . . Yes  No

If yes, give names: \_\_\_\_\_

Are you presently employed? . . . . . Yes  No

If yes, whom do you suggest we contact? \_\_\_\_\_

Have you ever been fired from a job or asked to resign? . . . . . Yes  No

If yes, please explain: \_\_\_\_\_

Give three references, not relatives or former employers.

Name	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

**PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING**

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date. I authorize the investigation of any or all statements contained in this application.



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I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements. I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre- and/or post-employment drug screen as a condition of employment, if required. I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

**I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. ONLY THE PRESIDENT OF THE ORGANIZATION HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRESIDENT AND THE EMPLOYEE. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.**

I have read, understand, and by my signature consent to these statements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This application for employment will remain active for a limited time. Ask the organization's representative for details.