





**5. CURRENT EMPLOYMENT INFORMATION**

*Applicant's Employment Information*

Name of Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 Date Started \_\_\_\_\_  
 Supervisor's Name \_\_\_\_\_ Phone Number ( ) \_\_\_\_\_  
 Base Pay: \$ \_\_\_\_\_ per (circle one) hour week every two weeks twice a month monthly  
 How often do you get paid? weekly every two weeks twice a month monthly  
 Please specify any additional income you earn above your base pay \_\_\_\_\_  
 \_\_\_\_\_  
 Do you work full-time? (40 hours/week) yes no If no, how many hours? \_\_\_\_\_  
 Do you work year-round? yes no If no, please explain: \_\_\_\_\_  
 \_\_\_\_\_

**Please list all other jobs in the past 12 months**

Name of Company \_\_\_\_\_  
 Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 Job Title \_\_\_\_\_ Dates Worked: from \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_  
 Reason for Leaving: \_\_\_\_\_  
 Salary while employed: \_\_\_\_\_

Name of Company \_\_\_\_\_  
 Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 Job Title \_\_\_\_\_ Dates Worked: from \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_  
 Reason for Leaving: \_\_\_\_\_  
 Salary while employed: \_\_\_\_\_

Name of Company \_\_\_\_\_  
 Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 Job Title \_\_\_\_\_ Dates Worked: from \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_  
 Reason for Leaving: \_\_\_\_\_  
 Salary while employed: \_\_\_\_\_

**Income other than employment**

Type of Income	Amount received per month
AFDC/TANF	\$ _____ per month
Food Stamps	\$ _____ per month
Child Support	\$ _____ per month
Disability (SSDI)	\$ _____ per month
SSI	\$ _____ per month
Social Security/Retirement/Pension	\$ _____ per month
Other(specify)	\$ _____ per month

If there is no Co-Applicant, please check here: \_\_\_\_\_

**Co-Applicant's Employment Information**

Name of Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 Date Started \_\_\_\_\_  
 Supervisor's Name \_\_\_\_\_ Phone Number ( ) \_\_\_\_\_  
 Base Pay: \$ \_\_\_\_\_ per (circle one) hour week every two weeks twice a month monthly  
 How often do you get paid? weekly every two weeks twice a month monthly  
 Please specify any additional income you earn above your base pay \_\_\_\_\_  
 \_\_\_\_\_  
 Do you work full-time? (40 hours/week) yes no If no, how many hours? \_\_\_\_\_  
 Do you work year-round? yes no If no, please explain: \_\_\_\_\_  
 \_\_\_\_\_

**Please list all other jobs in the past 12 months**

Name of Company \_\_\_\_\_  
 Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 Job Title \_\_\_\_\_ Dates Worked: from \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_  
 Reason for Leaving: \_\_\_\_\_  
 Salary while employed: \_\_\_\_\_

Name of Company \_\_\_\_\_  
 Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 Job Title \_\_\_\_\_ Dates Worked: from \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_  
 Reason for Leaving: \_\_\_\_\_  
 Salary while employed: \_\_\_\_\_

Name of Company \_\_\_\_\_  
 Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 Job Title \_\_\_\_\_ Dates Worked: from \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_  
 Reason for Leaving: \_\_\_\_\_  
 Salary while employed: \_\_\_\_\_

**Income other than employment**

Type of Income	Amount received per month
AFDC/TANF	\$ _____ per month
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SSI	\$ _____ per month
Social Security/Retirement/Pension	\$ _____ per month
Other(specify)	\$ _____ per month

**6. ADDITIONAL INCOME**

*Income from Dependents*

Name	Age	Relationship	Employed?	Receiving other income?	Monthly amt

**7. ASSETS AND LIABILITIES**

*Bank Account Information*

Name of Bank/Credit Union	Owner of account	Account Number	Type of Account	Balance
Checking:			Checking	\$
Savings:			Savings	\$
Other:				\$
Other:				\$
Other:				\$

*Assets and Property*

Circle all that apply:      Real Estate      40K/IRA      Stocks/Bonds      Pension      Other: \_\_\_\_\_

Please describe each asset, and its value as of mm/dd/yyyy. (Example: 401K - PNC Bank - worth \$870 as of 06/29/2011)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Vehicles: Please list all vehicles in use, whether you own them or not*

Make/Brand	Year	Who is the owner?	Are you making payments?*	*If you are making payments, please list them on the debt chart below.

*Debt*

Please list ALL your debt, including loans, car payments, hospital/medical bills, credit cards, child support, student loans and any business or store accounts (Macy's, JC Penny, Best Buy). List any existing debt, regardless of whether you are making current payments.

Company Name	Type of Debt	Monthly Payment	Balance Owed	Months left to pay
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	



**AUTHORIZATION AND RELEASE**

I understand that by filing this application, I am authorizing Habitat for Humanity to evaluate my actual need for home repairs, my ability to repay my share of the cost of repairs and my willingness to be a partner family. I understand that the evaluation will include personal visits, a credit check and employer verification. I have answered all the questions on this application truthfully. I understand that if I have not answered all the questions truthfully, my application may be denied and that even if I have already been selected as a partner family, I may be disqualified from the program. The original copy of this application will be retained by Habitat for Humanity, even if the application is not approved.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Co-Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_



Name: \_\_\_\_\_

*The following is a list of information which must be received to complete your 'Weatherization' application with Habitat for Humanity of Greater Pittsburgh. We can not process an application unless we receive ALL of the information listed below. Incomplete applications will be returned. If you need assistance in completing your application, please contact our office and we'll be happy to answer any questions.*

### Application Attachments:

Check box when attached.

- Attach proof of ALL INCOME: Wages, AFDC/FANF, Food Stamps, Social Security, SSI, Disability, Alimony, Child Support or any other income.  
We will need three current, consecutive pay stubs and proof of all other income.
- Attach copies of previous two years tax returns. We need Form 1040 or Form 1040EZ. Copies of W-2 Wage Statements are not sufficient. The Form 1040 enables us to verify total income and number of dependents.
- Attach proof of income for any additional household members of the age of 18 who receive income. Attach three current and consecutive pay stubs and proof of any other income.
- Attach copies of at least two months of bank statements for each account open in your name.
- Attach a copy of your Homeowner's insurance certificate.

**DO NOT include your original documents – copies WILL NOT be returned.**



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Fax: 412-466-6757 · www.pittsburghhabitat.org

*Building Homes with HEART since 1986*

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## HOW DO I TURN IN MY APPLICATION?

1. Make sure that you have all the required documents. WE CANNOT PROCESS INCOMPLETE APPLICATIONS. Call Habitat if you have any questions. We will not accept your application by mail.
2. Please do not give us originals of your personal documents. We may not be able to return them to you.
3. Call for an appointment to turn in your documents and complete your application
4. Application intake will be held at the offices of Habitat for Humanity of Greater Pittsburgh
5. If your application appears to fall within our guidelines, members of our construction team will come out to your property to assess what work needs to be done.
6. If your application is approved, you will meet with Habitat for Humanity of Greater Pittsburgh to finalize what work will be done.

**To turn in your application and documents, please call:**

**Daniel Webb: 412-351-0512 x10 (office)  
314-709-0627 (cell)**