

## **Renovations Unlimited, Inc.,**

### **INSTRUCTIONS TO APPLICANT:**

- All questions, requests for information, and items on this Application must be fully and completely answered.
- No blanks may be left on this Application.
- All answers and information provided must be legible.
- Failure to provide information in connection with a question, to fill in a blank, or to write legibly will result in automatic rejection of this Application.
- This Application must be filled out at the Company's office or facility.

**RENOVATIONS UNLIMITED, INC., IS AN EQUAL OPPORTUNITY EMPLOYER.**

**The Company does not discriminate on the basis of race, color, religion, national origin, sex (including pregnancy, childbirth, or related conditions), age, marital status, personal appearance, sexual orientation, family responsibilities, disability, matriculation, or political affiliation, or any other basis protected by law.**

**The Company will maintain this Application in an active status for 60 days. If you want to be considered for employment after 60 days from the date of this Application, you must complete and submit a new application.**

**PERSONAL INFORMATION**

Name (Print) Last \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_

Address (Number, Street, City, State, Zip Code) \_\_\_\_\_

Telephone: Home ( ) \_\_\_\_\_ Other ( ) \_\_\_\_\_ Social Security No. \_\_\_\_\_

Type of Employment Desired: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_  
Temporary \_\_\_\_\_

Position(s) you are applying for: \_\_\_\_\_

Location(s): \_\_\_\_\_ Pay rate requested: \_\_\_\_\_

Are you a citizen of the United States?\* **Yes** \_\_\_\_\_ **No** \_\_\_\_\_ **If not**, have you received employment authorization from the United States Immigration and Naturalization Service to work in the United States?\* **Yes** \_\_\_\_\_ **No** \_\_\_\_\_

Have you ever been employed by the Company before? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_  
**If yes**, state date and location:

Have you ever filed an application with the Company before? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_  
**If yes**, state date and location:

Have you ever been convicted of a crime other than a minor traffic offense? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_  
**If yes**, explain (Conviction of a crime is not an automatic bar to employment; all circumstances will be considered.):

Are you able to perform each of the essential functions of the job for which you are applying, with or without accommodation (see job description, if attached)? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_ (You may be asked to describe or to demonstrate how you will be able to perform these functions, with or without accommodation.)

**EDUCATION**

Type of School	Name and Location of School	Course Studied	Highest Grade Completed	Degree
High School				
College				
Other (e.g. trade School).				

Describe any other training, courses of study, or skills acquired: \_\_\_\_\_

\* Appropriate documentation will be required upon offer and acceptance of employment.

## EMPLOYMENT HISTORY

Please provide your employment history for the past 7 years. Start with your present or most recent job, including military service assignments. Please use a Supplemental Employment History form(s), as needed. **ALL REQUESTED INFORMATION MUST BE PROVIDED.**

Employer	Dates Employed		Job Title	Supervisor
Street Address	From	To	Reason for leaving	
City	Hourly Rate / Salary		Describe your job duties	
State	Starting	Final		
Telephone Number (____) ____ - ____				

Employer	Dates Employed		Job Title	Supervisor
Street Address	From	To	Reason for leaving	
City	Hourly Rate / Salary		Describe your job duties	
State	Starting	Final		
Telephone Number (____) ____ - ____				

Employer	Dates Employed		Job Title	Supervisor
Street Address	From	To	Reason for leaving	
City	Hourly Rate / Salary		Describe your job duties	
State	Starting	Final		
Telephone Number (____) ____ - ____				

### REFERENCES

**Provide three business references from previous jobs (for example, former supervisor) who are not related to you. If you have not worked before, give three other references.**

1. \_\_\_\_\_ (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
    Name                      Address                      Phone
2. \_\_\_\_\_ (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
    Name                      Address                      Phone
3. \_\_\_\_\_ (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
    Name                      Address                      Phone

**Provide any additional information that would assist us in making our decision about your application** (for example, applicant for a clerical position should state typing speed and types of office equipment used):

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**CERTIFICATION, ACKNOWLEDGMENT AND CONSENT**

1. I HEREBY CERTIFY THAT THIS APPLICATION WAS COMPLETED BY ME AND THAT ALL ENTRIES ON IT AND INFORMATION IN IT ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I FURTHER CERTIFY THAT I HAVE NOT WITHHELD ANY FACTS OR INFORMATION THAT, IF DISCLOSED, COULD AFFECT MY APPLICATION UNFAVORABLY. I understand that false, misleading, or incomplete information given in this Application and/or in my interview(s) will void this application or subject me to discharge at any time, if I am employed.

▶ **Initials** \_\_\_\_\_

2. I EXPRESSLY ACKNOWLEDGE AND UNDERSTAND THAT IN THE ABSENCE OF A WRITTEN CONTRACT TO THE CONTRARY, MY STATUS, IF I AM HIRED, WILL BE THAT OF AN EMPLOYEE AT-WILL HAVING NO CONTRACTUAL RIGHT, EXPRESS OR IMPLIED, TO REMAIN IN THE COMPANY'S EMPLOY. IN THIS CONNECTION, I EXPRESSLY ACKNOWLEDGE FURTHER THAT NEITHER ANYTHING SAID TO ME DURING THE COMPANY'S APPLICATION AND/OR INTERVIEW PROCESS OR DURING EMPLOYMENT NOR ANY PROVISION IN THE COMPANY'S POLICIES OR EMPLOYEE HANDBOOK CONSTITUTES THE TERMS OF AN EXPRESS OR IMPLIED EMPLOYMENT AGREEMENT. In consideration of any employment offered, I specifically agree that my employment may be terminated, with or without cause or notice, at any time, at the option of either the Company or myself. I understand that no unauthorized representative may enter into any agreement for employment or make any agreement contrary to the foregoing.

▶ **Initials** \_\_\_\_\_

3. I EXPRESSLY AUTHORIZE THE COMPANY TO CONTACT MY PRIOR EMPLOYER(S), MY CURRENT EMPLOYER, REFERENCES I HAVE NAMED IN THIS EMPLOYMENT APPLICATION, AND SUCH OTHER PERSONS OR ENTITIES AS THE COMPANY MAY DEEM TO HAVE RELEVANT INFORMATION, FOR THE PURPOSE OF INVESTIGATING MY BACKGROUND, AND I ACKNOWLEDGE THAT THE COMPANY MAY UNDERTAKE A CRIMINAL BACKGROUND CHECK AND/OR A CREDIT CHECK OF ME. I EXPRESSLY AGREE THAT INFORMATION FROM EACH OF THESE SOURCES MAY BE USED BY THE COMPANY IN CONSIDERING THIS APPLICATION. I also hereby permit each of these sources to disclose to the Company information in their possession or subject to their control, including information contained in my personnel file(s). In this regard, I expressly agree to sign whatever forms the Company reasonably requires, including appropriate authorization forms, so that it may contact these sources and obtain relevant information about me. Finally, I EXPRESSLY RELEASE RENOVATIONS UNLIMITED, INC., FROM ANY AND ALL LIABILITY OF WHATEVER KIND AND NATURE WHICH, AT ANY TIME, MAY RESULT FROM OBTAINING, AND MAKING AN EMPLOYMENT DECISION BASED UPON, THE REQUESTED INFORMATION.

▶ **Initials** \_\_\_\_\_

4. If I am hired and my employment terminates for any reason, the Company may answer all questions asked by a prospective employer concerning my abilities and employment record, and I RELEASE RENOVATIONS UNLIMITED, INC., FROM ANY AND ALL LIABILITY THAT MAY RESULT FROM ITS RESPONDING TO ANY SUCH QUESTIONS.

▶ **Initials** \_\_\_\_\_

5. I expressly acknowledge and agree that employment with the Company, if offered, may be contingent upon -- if required, in the Company's sole discretion and to the extent permitted by law -- my completion, with favorable results, of a pre-employment physical examination and/or a substance abuse screening test.

▶ **Initials** \_\_\_\_\_

6. By my initials, I confirm that I have read and understand each of the certifications, acknowledgments, and consents set forth above.

APPLICANT'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## SUPPLEMENTAL EMPLOYMENT HISTORY

This form is to be used, if you cannot describe your entire employment history for the past 7 years on the 3<sup>rd</sup> page of the Employment Application. Use additional forms, if necessary.

Employer	Dates Employed		Job Title	Supervisor
Street Address	From	To	Reason for leaving	
City	Hourly Rate / Salary		Describe your job duties	
State	Starting	Final		
Telephone Number (____) ____ - ____				

Employer	Dates Employed		Job Title	Supervisor
Street Address	From	To	Reason for leaving	
City	Hourly Rate / Salary		Describe your job duties	
State	Starting	Final		
Telephone Number (____) ____ - ____				

Employer	Dates Employed		Job Title	Supervisor
Street Address	From	To	Reason for leaving	
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State	Starting	Final		
Telephone Number (____) ____ - ____				

Employer	Dates Employed		Job Title	Supervisor
Street Address	From	To	Reason for leaving	
City	Hourly Rate / Salary		Describe your job duties	
State	Starting	Final		
Telephone Number (____) ____ - ____				