

**Community Receiving Home, Inc. d/b/a Renaissance**  
**PO Box 7997 – 6177 Bayou Rapides Road**  
**Alexandria, LA 71306**  
**(318) 473-0530**

**APPLICATION FOR EMPLOYMENT**

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Position Desired: \_\_\_\_\_

Full time  
Part Time

Date \_\_\_\_\_

Minimum Acceptable Salary: \_\_\_\_\_

Date Available for Employment: \_\_\_\_\_

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**  
**APPLICANT'S STATEMENT**

I understand that Community Receiving Home, Inc. d/b/a Renaissance is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, sex, religion, handicap or disability, or any other category protected by federal, state, or local law.

I understand that if I am hired, my employment will be for no definite period, regardless of the period of payment of my wages. I further understand that I have the right to terminate my employment at will at any time with or without notice or reason, and Renaissance has the same right. No one other than the Executive Director has authority to modify this relationship or make any agreement to the contrary. Any such modification or agreement must be in writing.

I understand that Renaissance reserves the right to require me to submit to a drug test at any time and also reserves the right to require me to submit to an alcohol test and/or medical examination to the extent permitted by law. I further understand that Renaissance may contact my previous employers and I authorize those employers to disclose to Renaissance all records and other information pertinent to my employment with them. I release my previous employers from any liability as a result of their disclosure of information about me to Renaissance. I also authorize Renaissance to provide truthful information concerning my employment with it to my future prospective employers and I agree to hold it harmless for providing such information.

I further understand that if employed I will be on a 180-day introductory period, and that termination for unsatisfactory performance during that period will not result in any Company responsibility for unemployment benefits. I further understand that completion of the introductory period does not confer any expectation of continued employment, and that if employed; my employment will be for no definite period and "at-will."

By signing below, I certify that all of the information that I provide on this application especially on the DSS State Central Registry Disclosure Form and in any interview will be true, complete and accurate in all respects, and I agree that if the information is found to be false, misleading, or unsatisfactory in any respect (in the Renaissance's judgment) that I will be disqualified from consideration for employment or subject to immediate dismissal if discovered after I am hired.

I certify that I have received a written notification that Renaissance may obtain a consumer report or reports on me. I authorize Renaissance to obtain such a report or reports for use in connection with my application for employment and for other employment-related reasons. If hired, this authorization shall remain on file and serve as ongoing authorization for procurement of employment-related consumer reports at any time during my employment. I understand that the term "consumer report" includes, but is not limited to, credit checks, criminal background checks, department of motor vehicle reports, and investigative consumer reports. I further understand that the term "investigative consumer report" means a report in which information on my character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with my neighbors, friends, or associates, or with others with whom I am acquainted or who may have knowledge concerning any such items of information.

**DO NOT SIGN UNTIL YOU HAVE READ AND UNDERSTAND THIS STATEMENT**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name

**PERSONAL DATA**

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_  
Last First Middle

Present Address \_\_\_\_\_ How long have you lived there? \_\_\_\_\_  
Street and Number City State Zip Years Months

Previous Address \_\_\_\_\_ How long did you live there? \_\_\_\_\_  
Street and Number City State Zip Years Months

Telephone No. \_\_\_\_\_ Are you 18 years of age or older? Yes No

Have you ever worked for this Company before? Yes No

If Yes, please give dates and position: \_\_\_\_\_

Do you have any friends or relatives working here? Yes No

If Yes, Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Have you ever pled guilty or "no contest" to a crime, been convicted of a crime, had adjudication withheld or prosecution deferred? Yes No

If Yes, please give date and details of each:

Have you been arrested for any matters for which you are out on bail or on your own recognizance pending trial? Yes No

If yes, please give the date(s) and details: \_\_\_\_\_

Have you ever been a defendant in a civil suit on an intentional tort (assault, battery, false imprisonment, invasion of privacy, intentional infliction of emotional distress, intentional wrongful death)? Yes No

If Yes, provide details: \_\_\_\_\_

NOTE: Answering "Yes" to the above questions does not constitute an automatic bar to employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

Have you ever:

1. Engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility or other institution (as defined in 42 U.S.C. 1997)? Yes No
2. Been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion or if the victim did not consent or was unable to consent or refuse? Yes No
3. Been civilly or administratively adjudicated to have engaged in any of the activities in item 2 above? Yes No

Any material omission regarding misconduct described above, or the provision of materially false information shall disqualify the applicant from consideration of employment. Discover of such an omission post hire shall be grounds for termination.

Please indicate the days and times that you will be able to work, if hired, by writing YES or NO in the spaces provided:

	7:00 AM til 3:00 PM	3:00 PM til 11:00 PM	11:00 PM til 7:00 AM
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

I fully understand that upon my employment with this agency, any substantial deviation of my availability as shown above will constitute grounds for disciplinary action either by way of written reprimand or possible termination. I have read and fully understand my availability as stated herein, and that in the event of a interview, the interviewer will go over this with me.

Applicant's Signature: \_\_\_\_\_

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

## RENAISSANCE HOME

I hereby consent to be checked by law enforcement officials for any arrests, convictions or related records, as a condition for my employment with Renaissance.

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**Signature**

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**Full Name (*Please Print*)**

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**Age**

**Date of Birth**

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**Social Security Number**

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**Address**

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**Address**

Please list the names of your present or previous employers in chronological order with present or last employer listed first. Be sure to account for all periods of time including military service and any period of unemployment. If self-employed, give firm name and supply business references.

<b>Present or Past Employer</b> _____ Address _____ City, State, Zip Code _____ Telephone _____	<u>Employed</u> From (mo/yr) _____ To (mo/yr) _____	<u>Pay</u> Start \$ _____ Final \$ _____	<u>Your Title or Position</u> _____ <u>Name and Title of Last Supervisor</u> _____	<u>Reason for Leaving</u> _____
<b>Previous Employer</b> _____ Address _____ City, State, Zip Code _____ Telephone _____	<u>Employed</u> From (mo/yr) _____ To (mo/yr) _____	<u>Pay</u> Start \$ _____ Final \$ _____	<u>Your Title or Position</u> _____ <u>Name and Title of Last Supervisor</u> _____	<u>Reason for Leaving</u> _____
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List all other employers you have had that are not listed above \_\_\_\_\_

Have you ever been terminated or asked to resign from any job?      Yes      No  
 If Yes, please explain circumstances: \_\_\_\_\_

Please explain fully any gaps in your employment history: \_\_\_\_\_

May we contact your current employer?      Yes      No

If no, please explain: \_\_\_\_\_

Have you ever used another name?                      Yes                      No \_\_\_\_\_

Is any additional information relative to change of name, use of assumed name, or nickname necessary to enable a check on your work and educational record?                      Yes                      No

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

If hired, can you furnish proof that you are over 18 years of age?                      Yes                      No

Do you have adequate transportation to and from work?                      Yes                      No

How many days of work have you missed in the last three years due to reasons other than paid holidays and vacation?

Year \_\_\_\_\_                      Number of days \_\_\_\_\_  
Year \_\_\_\_\_                      Number of days \_\_\_\_\_  
Year \_\_\_\_\_                      Number of days \_\_\_\_\_

**PREVIOUS EXPERIENCE**

Please describe any experience you have which you feel would assist you in performing the job for which you are applying.

**EDUCATION**

School Name	Years Completed:	Diploma or Degree	Describe Course of Study or Major	Describe Specialized Training, Experience, Skills, and Extra-Curricular Activities
Elementary	4 5 6 7 8			
High School	9 10 11 12			
College / University	1 2 3 4			
Graduate / Professional	1 2 3 4			
Trade / Correspondence				
Other				

**PERSONAL REFERENCE**

Please list persons who know you well -- not previous employers or relatives

Name	Occupation	Address (Street, City and State)	Telephone Number	Number of Years Known

**DRIVING INFORMATION**

Do you have a current driver's license?      Yes      No

State: \_\_\_\_\_ License No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Has your driver's license ever been suspended or revoked?      Yes      No

If Yes, please explain circumstances: \_\_\_\_\_

Have you ever been cited for driving under the influence (DUI) or driving while intoxicated (DWI)?

Yes      No      If Yes, please explain circumstances and outcome: \_\_\_\_\_

Please list all moving traffic violations in the last five (5) years:

Offense	Date	Location	Offense	Date	Location

**As a prospective employee of RENAISSANCE HOME, I hereby agree to have them check my driving record for any violations, as the driving of a vehicle is an essential part of the job requirements.**

Driver's License Number: \_\_\_\_\_

State of Issue: \_\_\_\_\_

Date of Expiration: \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date