



# The Renaissance Education Group, Inc.

“The Educational Resource Center of Excellence”

Internal Operations, 4841-E Industry Lane, Durham, NC 27713 • Phone: (919) 416-1736 • Fax: (866) 770-4766 • www.renaissance-ed.net

**Applications are only accepted for currently open positions. Internal Operations must receive a completed application prior to any employment interviews.**

## Personal Information

Open Position(s) Applied For: \_\_\_\_\_

Name \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Last First Middle Preferred Date

Address \_\_\_\_\_  
Street City State ZIP

Phone \_\_\_\_\_  
Home Cell Business

## Recruitment Source

How did you learn of this open position?

- Newspaper/magazine ad (list) \_\_\_\_\_
- Referred by Agency employee (name) \_\_\_\_\_
- Employment/staffing agency (list) \_\_\_\_\_
- NC Workforce Department of Commerce
- Agency's website
- Other website (list) \_\_\_\_\_
- Other source (list) \_\_\_\_\_

## Applicant's Authorization for Release of Information The Renaissance Education Group, Inc.

**Please read carefully:**

I understand that this application will be active for a period of one year; after that time, if I wish to be considered for employment, I must submit a new application.

I understand that neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other organizational practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of The Renaissance Education Group, Inc. (Agency), or otherwise to change in any respect the employment-at will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the Executive Director. Both the undersigned and agency may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the organization may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

**I hereby authorize The Renaissance Education Group, Inc. and its agents to conduct a background investigation in order to assess my eligibility for a position requiring reliability and trustworthiness. I understand that the investigation may include verification of past employment, education, criminal record check, and opinions of reference. Prior to a third-party background-check agency being used, I will be asked to sign a separate disclosure authorization.**

**I hereby authorize all individuals, educational institutions, firms, and others named herein, except my current employer if so noted, who may have information relevant to this background investigation to disclose it and to furnish whatever detail is available concerning my qualifications (including photocopies where requested) to The Renaissance Education Group, Inc. or their agents. I release all persons from liability on account of such disclosure.**

**I authorize that a photocopy of my signature below may be used to obtain information regarding the investigation.** This authorization is valid for a period of one (1) year or until employment is terminated whichever occurs first.

I certify that I have given true, accurate and complete information (application, resume, work history, education, skills, etc.) to the best of my knowledge. I authorize investigation of all statements made in this application and understand that any misstatement or omission of material facts will be grounds for disqualification in the selection process or if hired, grounds for discharge. I expressly waive any right I may have to review material or information received directly from a previous employer or education institution under a promise of confidentiality.

\_\_\_\_\_  
Signature (unsigned or incomplete applications will not be processed)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

## Employment History

Start with your present or last job. Account for at least the past 10 years. Explain any gaps in employment history, including periods of unemployment and unpaid work experience. Include job-related volunteer or military service assignments.

Employer	Dates Employed		Work Performed
Address	From	To	
Phone Nos.	Hourly Rate/Salary		
Job Title	Starting	Final	
Supervisor			
Reason for Leaving			
Employer	Dates Employed		Work Performed
Address	From	To	
Phone Nos.	Hourly Rate/Salary		
Job Title	Starting	Final	
Supervisor			
Reason for Leaving			
Employer	Dates Employed		Work Performed
Address	From	To	
Phone Nos.	Hourly Rate/Salary		
Job Title	Starting	Final	
Supervisor			
Reason for Leaving			
Employer	Dates Employed		Work Performed
Address	From	To	
Phone Nos.	Hourly Rate/Salary		
Job Title	Starting	Final	
Supervisor			
Reason for Leaving			
Employer	Dates Employed		Work Performed
Address	From	To	
Phone Nos.	Hourly Rate/Salary		
Job Title	Starting	Final	
Supervisor			
Reason for Leaving			

***If additional space is needed, continue on a separate sheet of paper.***

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**General Information**

What is your desired salary/pay rate? \$ \_\_\_\_\_

Have you ever filed an application with our Agency before?  Yes  No If "yes," approximate date \_\_\_/\_\_\_/\_\_\_

Have you ever been employed by our Agency before?  Yes  No If "yes," From \_\_\_/\_\_\_ To \_\_\_/\_\_\_

Is there any information we would need about your name, or use of another name, for us to be able to check your work and educational record?  Yes  No Please specify \_\_\_\_\_

Do you have any relatives or acquaintances employed by our Agency?  Yes  No Please specify \_\_\_\_\_

On what date are you available for employment? \_\_\_/\_\_\_/\_\_\_ Full-time?  Yes  No Part-time  Yes  No

Can you travel if required by this position?  Yes  No Are you available to work overtime?  Yes  No

Do you have a valid drivers license?  Yes  No If "yes," give number and issuing state \_\_\_\_\_

Are you under 18 years of age?  Yes  No If so, can you provide required proof of your eligibility to work?  Yes  No

Are you legally authorized to work in the U.S.A for our Agency? *Proof of work authorization is required upon employment.*  Yes  No

Have you been convicted of a crime? *Conviction will not necessarily disqualify an applicant from employment.*  Yes  No

If "yes," please explain \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**Business References**

*(Do not list relatives.)*

Are you currently employed?  Yes  No If "yes," may we contact your present employer?  Yes  No

1. \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Company Name Phone

\_\_\_\_\_ Business Association/Relationship  
Contact Person

2. \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Company Name Phone

\_\_\_\_\_ Business Association/Relationship  
Contact Person

3. \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Company Name Phone

\_\_\_\_\_ Business Association/Relationship  
Contact Person

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## Education

Circle the highest year of formal education completed:

1 2 3 4 5 6 7 8 9 10 11 12

College 1 2 3 4 5 6 7 8

Other 1 2 3 4

Level	Name & City and State Location of School	Years Completed	Diploma/ Degree	Major
High School				
Undergraduate				
Graduate				
Additional Information:				

Are you currently enrolled in school?  Yes  No If "yes," name of school? \_\_\_\_\_  
and course of study? \_\_\_\_\_

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## Licensure or Certification

List fields of work for which you are licensed, registered, or certified giving date(s), source(s) of issuance, and number(s):

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## Trade, Professional, and Civic Organizations

List professional, trade, business or civic activities and office(s) held.

*You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:*

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***Thank you for interest in our Agency, The Renaissance Education Group, Inc., as a potential employer!***

**We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, veteran status, or any other legally protected status. We assure you that your opportunity for employment with this organization depends solely on your qualifications.**