



APPLICATION FOR EMPLOYMENT

PBI Restorations is an Equal Opportunity Employer

PBI Restorations does not discriminate on the basis of age (as defined by applicable law), religion, sex, race, color, sexual orientation, national origin, disability, or veteran status. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

PLEASE NOTIFY THE HUMAN RESOURCES DEPARTMENT IF YOU NEED AN ACCOMMODATION FOR:

- Completing an application •
- Testing •
- Job interview •
- Job demonstration •

Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use blank paper if you do not have enough room on this application.

PLEASE PRINT, except for signature on the back of this 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.

Last Name _____ First Name _____ M.I. _____

Street Address _____

City _____ State _____

Zip Code _____

Social Security Number _____

Home Phone Number (_____) _____

Office Phone Number (_____) _____

Where can a message be left? Phone Number (_____) _____

POSITION OBJECTIVE

Position applying for _____ Full-time Part-time Temporary
Location _____ Date available to start _____
Salary range desired _____

PERSONAL INFORMATION

If hired, can you furnish proof you are eligible to work in the U.S.? Yes No
Have you ever worked for PBI Restorations? Yes No If yes, when _____
Title, location _____
Have you ever applied at PBI Restorations? Yes No If yes, when? _____
For what position? _____
Do you have any relatives or friends currently employed at PBI Restorations? Yes No
If yes, please provide name(s) and relationship _____
Are you available to work overtime? Yes No
Are you available for shift work? Yes No
Are you available to be on call 24 hours/seven days a week if required by job? Yes No
Have you ever been convicted of a law violation? (except a minor traffic violation or sealed record) Yes No
If yes, give details. (A yes does not automatically disqualify you from employment since the nature of the offense, date, and the job for which you are applying will also be considered.) _____

Referred by: Newspaper Employee Agency WWW Other
Please specify referral source _____

EDUCATION AND TRAINING

Name of high school _____ Number of years completed _____ Diploma: Yes No
College/Undergraduate school _____ Number of years completed _____ Diploma: Yes No
City/State _____ Year diploma awarded _____
_____ Type of degree/Area of study _____
_____ Dates attended _____
Graduate school _____ Number of years completed _____ Diploma: Yes No
City/State _____ Year diploma awarded _____
_____ Type of degree/Area of study _____
_____ Dates attended _____
Additional training, education, or certificates that are related to the position for which you are applying: _____

Professional, trade, business or civic activities and offices held (exclude labor organizations and memberships which reveal race, color, national origin, sex, age, disability or other protected status): _____

List additional skills that are related to the position for which you are applying:
Computer skills (such as competence with software packages) _____

Clerical skills (such as typing) _____

EMPLOYMENT HISTORY

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.

Employer _____
Address _____
City _____ State _____ Zip Code _____
Dates of employment From _____ To _____
Earnings Start: Base _____ Finish: Base _____
Bonus _____ Bonus _____
Other (Overtime, etc.) explain _____ Other (Overtime, etc.) explain _____
Name, title and phone number of manager _____
Your job title _____ Responsibilities _____
Reason for leaving _____
May we contact your present employer at this time? Yes No If not now, specify when _____

Employer _____
Address _____
City _____ State _____ Zip Code _____
Dates of employment From _____ To _____
Earnings Start: Base _____ Finish: Base _____
Bonus _____ Bonus _____
Other (Overtime, etc.) explain _____ Other (Overtime, etc.) explain _____
Name, title and phone number of manager _____
Your job title _____ Responsibilities _____
Reason for leaving _____

Employer _____
Address _____
City _____ State _____ Zip Code _____
Dates of employment From _____ To _____
Earnings Start: Base _____ Finish: Base _____
Bonus _____ Bonus _____
Other (Overtime, etc.) explain _____ Other (Overtime, etc.) explain _____
Name, title and phone number of manager _____
Your job title _____ Responsibilities _____
Reason for leaving _____

REFERENCES

List name and telephone number of two business/work references who are *not* related to you.

Name _____ Company _____
Relationship _____ Years Known _____ Phone Number _____

Name _____ Company _____
Relationship _____ Years Known _____ Phone Number _____

AFFIDAVIT, CONSENT, AND RELEASE

PLEASE READ CAREFULLY BEFORE SIGNING THIS APPLICATION

- I certify that the information contained 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. 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 will be required to successfully pass a drug screening examination and a criminal background check. I hereby consent to a pre-and/or post employment drug screen and a criminal background check as a condition of employment, if required.
- **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 CHIEF EXECUTIVE OFFICER AND THE PRESIDENT OF POPOWSKI BROTHERS, INCORPORATED HAVE THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY CHIEF EXECUTIVE OFFICER OR 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 _____



AFFIRMATIVE ACTION INFORMATION

It is the policy of this organization to provide equal employment opportunity to all qualified applicants for employment without regard to race, color, religion, national origin, sex, age, veteran status or disability. As an affirmative action employer under E.O. 11246 we invite all applicants to identify themselves as indicated below.

COMPLETION OF THIS FORM IS VOLUNTARY AND IN NO WAY AFFECTS THE DECISION REGARDING YOUR APPLICATION FOR EMPLOYMENT. THIS FORM IS CONFIDENTIAL AND WILL BE MAINTAINED SEPARATELY FROM YOUR APPLICATION FORM.

PLEASE PRINT

Name: _____ Date: _____
 LAST FIRST MIDDLE

Position Applied for: _____

What is your race/ethnic origin?

- White
- Black
- Hispanic
- Asian/Pacific Islander
- American Indian/Alaskan Native

What is your sex?

- Male
- Female