



### Employment Application

Creative Business Resources is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religion, marital status, sexual orientation, political beliefs or disability.

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity within three (3) days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

#### Personal Data

<input type="text"/>	<input type="text"/>	<input type="text"/>	
First Name	Middle	Last	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street Address	City	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Home Telephone Number	Social Security Number	Today's Date	

Daytime telephone number at which we may contact you: \_\_\_\_\_

Are you 21 years of age or older? Yes  No

Have you ever been convicted of a Felony or Misdemeanor? Yes  No

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

(Please note that a felony conviction is not an absolute bar to employment.)

#### Position Preferences

For what position are you applying? \_\_\_\_\_

Can you do all the functions of the job, with or without accommodations: Yes  No

Salary desired: \$\_\_\_\_\_per: \_\_\_\_ (specify: hour, week or year)

Schedule desired: Full time  Part time  \_\_\_\_\_ # hours per week

Could you work overtime? Yes  No  What date could you start work? \_\_\_\_\_

Could you travel if required by this position? Yes  No  If Yes: % of time: \_\_\_\_\_

If a Driver License is required for the position, do you have a valid Driver's License? Yes  No

If yes, Provide License #, State, Expiration Date: \_\_\_\_\_



### Education

High School Name: \_\_\_\_\_ City, State: \_\_\_\_\_

Number of years completed: \_\_\_\_\_ GPA: \_\_\_\_\_

College School Name: \_\_\_\_\_ City, State \_\_\_\_\_

Degree or Years Completed: \_\_\_\_\_ Major: \_\_\_\_\_ GPA: \_\_\_\_\_

List any certificates earned or in progress, and/or any additional training programs not included in your formal education:

\_\_\_\_\_

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### Employment History

List your current or most recent employment first. Include work related internships, military and volunteer work. Please include **two full years** of employment history.

**Company Name:** \_\_\_\_\_

City and State: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Supervisor's name and title: \_\_\_\_\_

Position title: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Salary: \$ \_\_\_\_\_ Per: Hour  Week  Month  Year

Dates of employment: From: \_\_\_\_\_ To: \_\_\_\_\_

May we contact this employer? Yes  No

**Company Name:** \_\_\_\_\_

City and State: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Supervisor's name and title: \_\_\_\_\_

Position title: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Salary: \$ \_\_\_\_\_ Per: Hour  Week  Month  Year

Dates of employment: From: \_\_\_\_\_ To: \_\_\_\_\_

May we contact this employer? Yes  No

**Company Name:** \_\_\_\_\_

City and State: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Supervisor's name and title: \_\_\_\_\_

Position title: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Salary: \$ \_\_\_\_\_ Per: Hour  Week  Month  Year

Dates of employment: From: \_\_\_\_\_ To: \_\_\_\_\_

May we contact this employer? Yes  No



**References (non-relative)**

Name: _____	Phone Number: _____	Relationship: _____
Name: _____	Phone Number: _____	Relationship: _____
Name: _____	Phone Number: _____	Relationship: _____

**Special Skills and Qualifications**

Summarize any special skills and qualifications acquired from employment or other experiences which may qualify you for this job. Give special attention to describing your previous experience with children if not already listed.

**For Supervisory Positions:**

Do you have at least 6 months paid child care experience and at least 3 1/2 years of any combination of the following:

1. Paid child care or related experience
2. Post-high school education in social work or a related field

Please Describe:

\_\_\_\_\_

**For Direct Care Positions**

Do you have one year experience working with children or one year post-high school education in a program leading to a degree in the field of child welfare or human services?

Please Describe:

\_\_\_\_\_

**Releases and signatures**

All hiring and employment at Creative Business Resources is at will. I understand this application is not an employment contract, nor can it be used to create one. Employment by Creative Business Resources has no specific term and may be terminated by the employee or Creative Business Resources with or without notice. I acknowledge that Creative Business Resources has not made any promises or representations that differ from those contained in this paragraph.

I understand I must provide satisfactory documents to establish my identity and right to work in the United States, if I am offered a position with Creative Business Resources, and that failure to provide this evidence will result in the termination of my employment.

I release and agree to hold harmless any individual, company, business institution or government agency from all liability with regard to furnishing information to Creative Business Resources I agree to release and hold harmless Creative Business Resources from all liability with respect to the receipt of such information.

I certify that all the information I have furnished on this application form is true and complete. I understand that if any misrepresentation has been made by me verbally or in writing, any offer of employment made to me may be withdrawn or my subsequent employment with CBR can be terminated.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date