



# Creative Options

"Where it's all about CHOICE!"

Please print all information except for your signature. Thank you.

## PERSONAL

Name \_\_\_\_\_

Date of Application \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Mailing Address if different you're your physical address \_\_\_\_\_

Position sought: \_\_\_\_\_ full-time \_\_\_\_\_ part-time \_\_\_\_\_ per-diem \_\_\_\_\_

How did you hear of this position?  
\_\_\_\_\_

Date available \_\_\_\_\_ Hourly Wage desired \_\_\_\_\_

Phone number \_\_\_\_\_

Are you over 18 years old? Yes \_\_\_\_\_ No \_\_\_\_\_

If not, are you able to supply a work permit? Yes \_\_\_\_\_ No \_\_\_\_\_

Please indicate if you have resided in any other state or country:  
\_\_\_\_\_

Do you have the legal right to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have dependable transportation and a valid driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_

How many hours of work per week are you seeking? (circle one) 5 10 15 24 30 35 40

What shift can you work? (circle all that apply) First Second Third

What days can you work? (circle all that apply) Mon Tues Wed Thurs Fri Sat Sun Holidays

Will you work overtime if asked? Yes \_\_\_\_\_ No \_\_\_\_\_

When will you be available to begin? \_\_\_\_\_

Will you be able to perform the duties required for this position with or without accommodations?  
Yes \_\_\_\_\_ No \_\_\_\_\_

## EDUCATION

Please indicate your education or training that is relevant for the position you are seeking:

High School # of years completed (circle one) 1 2 3 4

Diploma? Yes \_\_\_\_\_ No \_\_\_\_\_ G.E.D.? Yes \_\_\_\_\_ No \_\_\_\_\_

School(s) \_\_\_\_\_

City/State \_\_\_\_\_

College and/or vocational school: # of years completed (circle one) 1 2 3 4

School \_\_\_\_\_

City/State \_\_\_\_\_

Major \_\_\_\_\_

Degree(s) Earned \_\_\_\_\_

Other special training or skills (e.g., ., CRMA, CPR/First Aid, DSP Certification, MANDT)

Course \_\_\_\_\_ Degree/certificate earned \_\_\_\_\_

Date \_\_\_\_\_

Course \_\_\_\_\_ Degree/certificate earned \_\_\_\_\_

Date \_\_\_\_\_

Other skills \_\_\_\_\_

## EMPLOYMENT

Do you have experience supervising staff? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List most recent employer first, including U.S. Military Service.

1. Employer

\_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Position \_\_\_\_\_

Dates of employment: from \_\_\_\_\_ to \_\_\_\_\_

Salary \_\_\_\_\_ Supervisor \_\_\_\_\_

Department \_\_\_\_\_

Duties \_\_\_\_\_ FT \_\_\_\_\_ PT \_\_\_\_\_

# of Hrs per week \_\_\_\_\_

Reason for leaving:

\_\_\_\_\_

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2. Employer

\_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Position \_\_\_\_\_

Dates of employment: from \_\_\_\_\_ to \_\_\_\_\_

Salary \_\_\_\_\_ Supervisor \_\_\_\_\_

Department \_\_\_\_\_

Duties \_\_\_\_\_ FT \_\_\_\_\_ PT \_\_\_\_\_

# of Hrs per week \_\_\_\_\_

Reason for leaving:

\_\_\_\_\_

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3. Employer

\_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Position \_\_\_\_\_

Dates of employment: from \_\_\_\_\_ to \_\_\_\_\_

Salary \_\_\_\_\_ Supervisor \_\_\_\_\_

Department \_\_\_\_\_

Duties \_\_\_\_\_ FT \_\_\_\_\_ PT \_\_\_\_\_ # of  
Hrs. \_\_\_\_\_

Reason for leaving:  
\_\_\_\_\_

If you wish to describe additional work experience, attach the information for each position on a separate piece of paper.

Explain any gaps in work history:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES** (Please provide three references and check whether it is a professional or personal ref)

1. Name \_\_\_\_\_

Address \_\_\_\_\_

Phone (     ) \_\_\_\_\_

\_\_\_\_\_ Professional     \_\_\_\_\_ Personal (no relatives or employers)

2. Name \_\_\_\_\_

Address \_\_\_\_\_

Phone (     ) \_\_\_\_\_

\_\_\_\_\_ Professional     \_\_\_\_\_ Personal (no relatives or employers)

3. Name \_\_\_\_\_

Address \_\_\_\_\_

Phone (     ) \_\_\_\_\_

\_\_\_\_\_ Professional     \_\_\_\_\_ Personal (no relatives or employers)

## CERTIFICATION OF APPLICATION

RESPOND TO ALL QUESTIONS BELOW TO CERTIFY THIS APPLICATION

1  YES  NO If you are presently employed, may we contact your employer?

2  YES  NO Are you legally authorized to work in the United States?

4  YES  NO Have you ever been terminated from a job or resigned from a job as an alternative to termination?

5  YES  NO Have you ever been disciplined or warned by an employer for excessive absence, lateness, or poor job performance?

6  YES  NO Are you presently under an employment contract and/or non-compete or non-disclosure agreement? If yes, when does it expire?

The information provided by me in this Application for Employment is true, correct, and complete. If employed, I understand that any untrue, misleading, misstatement or omission of fact on this application or during the hiring process may result in my dismissal. I understand that receipt of this application does not imply that I will be employed. If employed, I understand and agree that such employment will not be governed by any expressed or implied contract but is at-will. I understand and agree that no representative of Creative Options has the authority to make any assurance to the contrary. Either Creative Options or I may terminate the employment relationship at any time, with or without notice for any lawful reason. I authorize Creative Options to communicate with my prior and current employers, school officials, government agencies, and persons named as references concerning my employment performance and history, and my skills, character, and responsibility. I hereby release and hold harmless all parties involved from any/all liability for any damage whatsoever resulting from giving information such as work performance, character, and reputation. I further understand that if I do not give permission to contact my current employer, my application may automatically be rejected. I understand that if offered a position with Creative Options, I will be required to submit to a pre-employment background check which may include a criminal background check, child/adult protective services background check, sexual predator history and driver's license check. I understand that these background checks may be re-run at the discretion of Creative Options. throughout the term of my employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these requirements will result in withdrawal of any employment offer or termination of employment if already employed. I understand that should an employment offer be extended to me and accepted, I will fully adhere to the policies, procedures, rules and regulations of employment of Creative Options. I understand specifically that mandatory trainings, attendance and punctuality are essential requirements of my job and non-compliance will result in disciplinary action up to and including termination.

PLEASE SIGN IF YOU HAVE READ AND UNDERSTAND THIS DOCUMENT, INCLUDING THE APPLICANT CERTIFICATION.

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

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

Applications are maintained for one year after submission date. They are not reviewed beyond the submission date unless you call to update your application when you see a position advertised for which you would like to be considered.