



# *Creative Options*

"Where it's all about CHOICE!"

PO Box 284 Dover Foxcroft, ME 04426

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

Dear Applicant,

We thank you for your interest in employment with Creative Options, LLC. This letter is to inform you of our hiring practices and to furnish you with an application. If you are interested in applying for a position, please complete the enclosed form and mail it to the above address or drop it off at our office. Feel free to attach your resume, if you have one. We would love to meet you!

Creative Options is an equal opportunity employer. We provide Equal Employment Opportunities and reasonable accommodations to all people regardless of race, color, creed, gender, age, national origin, religion, mental or physical disability and/or sexual orientation.

The following are some basic requirements for employment with us that must be completed before you begin working:

1. You must produce a valid Maine driver's license, a Social Security card or work visa and proof of automobile insurance with minimum liability coverage of \$100k/\$300k.
2. You must provide any credentials you may have that are relevant to this position; for example, CPR, First Aid, CRMA (medication course), DSP certificate, MANDT, professional license, or any other certification or credential required for the position.
3. At least two professional and one personal reference.
4. We will conduct appropriate background checks with respect to your driving record, criminal records, etc., only after a conditional offer of employment has been made to you in writing.

Once again, thank you for your interest in Creative Options. Please call me at 949-3582 with any questions regarding the paperwork or the application process.

Sincerely,

Lynn Augustine, Director