

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

First Name	Middle	Last	
Street Address	City	State	Zip Code
Home Telephone Number	Social Security Number	Today's Date	

Daytime telephone number at which we may contact you: (____) _____

Are you 18 years of age or older? _____ Yes No

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

If "yes", please explain: _____

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 % of time No

If a Driver License is required for the position for which you are applying, 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.

Employment History

List your current or most recent employment first. Include work related internships, military and volunteer work.

Company Name: _____

City and State: _____

Telephone Number: _____

Supervisor's name and title: _____

Position title _____ Reason for leaving _____

Salary: \$ _____ per: Hour Week Month Year (circle one)

Dates of employment: From: To:

May we contact your 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 (circle one)

Dates of employment: From: To:

May we contact your employer? Yes No

References

Name	Phone	Relationship
_____	_____	_____
_____	_____	_____

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