



Creative Builders, Inc. Employment Application

MANAGEMENT PHILOSOPHY

Creative Builders, Inc. employees and their welfare are very important to the success of our Company. Our long-range objectives is the continuous development of a growing and prospering business through which both the employees and the Company will benefit. Every employee is considered a member of our company team. Our success as a Company is built on the recognition of the skills and efforts made by each employee. It is our policy to work with all members of our team in a fair and friendly manner and to treat each team member with dignity and respect.

Creative Builders, Inc. is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact the Human Resources Department.

Applicant Information		Date of Application:
Applicant Name:		
Street Address:		
City, State, Zip Code:		
Telephone Number:	Mobile Number:	
Email Address:		

Employment Position
Position(s) applying for:
Section 3 Resident: <input type="checkbox"/> yes <input type="checkbox"/> no
How did you hear about this position?
What days are you available for work?
What hours/shifts are you available for work?
If needed, are you available to work overtime? <input type="checkbox"/> yes <input type="checkbox"/> no
On what date can you start working if you are hired?
What salary or per hour rate is preferred?

Personal Information
Have you ever applied to or worked for Creative Builders, Inc. before? If yes, when? <input type="checkbox"/> yes <input type="checkbox"/> no
Do you have any friends, relatives, or acquaintances working for Creative Builders, Inc.? <input type="checkbox"/> yes <input type="checkbox"/> no
If yes, state the name and relationship:

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Personal Information (continued)

Are you 18 years or older?	<input type="checkbox"/> yes <input type="checkbox"/> no
Are you a U.S. Citizen or approved to work in the United States?	<input type="checkbox"/> yes <input type="checkbox"/> no
Can you provide proof of citizenship or legal status?	<input type="checkbox"/> yes <input type="checkbox"/> no
Will you consent to a mandatory controlled substance test?	<input type="checkbox"/> yes <input type="checkbox"/> no
Will you consent to a mandatory background test?	<input type="checkbox"/> yes <input type="checkbox"/> no

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

Do you have any condition which would require job accommodations?	<input type="checkbox"/> yes <input type="checkbox"/> no
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If yes, please describe accommodations required below.

(Note: Creative Builders, Inc. complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. It is possible that a hire may be tested on skill/agility and may be subject to a medical examination conducted by a medical professional.)

Job Skills/Qualifications

Please list below the skills and qualifications you possess for the position for which you are applying:

Education and Training

High School

Name	Location (City, State)	Year Graduated	Degree Earned

Specialized Training

Name	Location (City, State)	Year Graduated	Degree Earned

College/University

Name	Location (City, State)	Year Graduated	Degree Earned

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Military

Are you a member of the Armed Services? yes no

If answered yes to the question above, what military skills do you possess that would be an asset for this position?

Current Employment

Employer Name:	May we contact them? <input type="checkbox"/> yes <input type="checkbox"/> no
Job Title:	
Supervisor Name:	
Employer Address:	
City, State, and Zip Code:	
Employer Telephone:	
Dates Employed:	Pay Rate:
Reason for wanting to leave:	

Previous Employment

Employer Name:	May we contact them? <input type="checkbox"/> yes <input type="checkbox"/> no
Job Title:	
Supervisor Name:	
Employer Address:	
City, State, and Zip Code:	
Employer Telephone:	
Dates Employed:	Pay Rate:
Reason for leaving:	

Employer Name:	May we contact them? <input type="checkbox"/> yes <input type="checkbox"/> no
Job Title:	
Supervisor Name:	
Employer Address:	
City, State, and Zip Code:	
Employer Telephone:	
Dates Employed:	Pay Rate:
Reason for leaving:	

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References

Please provide 2 personal and/or professional reference(s) below:

Reference	Contact Information	Relationship	Years Known

AT-WILL EMPLOYMENT

The relationship between you and Creative Builders, Inc. is referred to as "employment at will." This means that your employment can be terminated at any time for any reason, with or without cause, by you or Creative Builders, Inc. No representation of Creative Builders, Inc. has authority to enter into any agreement contrary to the foregoing "employment at will" relationship. You understand that your employment is "at will," and that you acknowledge that no oral or written statements or representations regarding your employment can alter your at-will employment status.

I hereby affirm that my submitted information on my job application are true and correct and that I have not knowingly withheld any fact or circumstances that would, if disclosed, affect my application unfavorably. I understand that any false or withheld information submitted in this application may result in my ineligibility for employment or discharge.

Applicant Signature: _____ Dated: _____

Please fill out application complete and fax a copy to 864-235-1176 or send via email to resumes@creativebuilders.net

For Creative Builders Office Use Only:

Interviewed by: _____ Date: ____/____/____

Interviewed by: _____ Date: ____/____/____

Department: _____

Start Date: _____

Pay Rate: _____

Position: _____