



Employment Application

Date _____

Name _____
First Middle Last

Date of Birth: ___/___/___ Social Security # _____

Address _____

Current Phone _____ cell home

E-Mail Address _____

Do you possess a valid driver's license? Yes[] No[] Which state? _____

Drivers license # _____

Position Desired _____ What are your dates of availability? _____

Are you legally authorized to be employed in the USA? Yes[] No[]

Have you ever been convicted of a criminal offense? Yes[] No[] If yes, please explain

The following section is to be completed **IF YOU ARE APPLYING** for an **OFFICE POSITION**:

What is your experience level with:

Microsoft: _____

Quickbooks: _____

Accounts Receivable: _____

Accounts Payable: _____

Other: _____

Education Information

	School Name, City, and State	Course of Study/Major	Graduated	Degree Received
High School			Yes [] No []	
College			Yes [] No []	
Other			Yes [] No []	

Employment History

List all work experience beginning with your **current or most recent position**.

Company Name _____ Employed from _____ to _____
 Address(Street, Address City, State, Zip) _____
 Name & Title of Immediate Supervisor _____ Telephone _____
 Your Title _____ Reason for leaving _____
 Description of Responsibilities _____

Company Name _____ Employed from _____ to _____
 Address(Street, Address City, State, Zip) _____
 Name & Title of Immediate Supervisor _____ Telephone _____
 Your Title _____ Reason for leaving _____
 Description of Responsibilities _____

Company Name _____ Employed from _____ to _____
 Address(Street, Address City, State, Zip) _____
 Name & Title of Immediate Supervisor _____ Telephone _____
 Your Title _____ Reason for leaving _____
 Description of Responsibilities _____

Company Name _____ Employed from _____ to _____
 Address(Street, Address City, State, Zip) _____
 Name & Title of Immediate Supervisor _____ Telephone _____
 Your Title _____ Reason for leaving _____
 Description of Responsibilities _____

May we contact the employers listed above? If not, indicate the one(s) you do not wish us to contact.

Personal References

List three individuals who are able to give character references. You should include former employers or school administrators, but not your relatives.

Name _____ Work Phone _____ Home Phone _____

Address (Street, City, State, Zip) _____

Occupation _____ Relationship to Applicant _____

Name _____ Work Phone _____ Home Phone _____

Address (Street, City, State, Zip) _____

Occupation _____ Relationship to Applicant _____

Name _____ Work Phone _____ Home Phone _____

Address (Street, City, State, Zip) _____

Occupation _____ Relationship to Applicant _____

Statement of Purpose

I certify that my application and all attachments are true and complete to the best of my knowledge. I understand that any incorrect, incomplete, or false statements or information furnished by me may, at the discretion of the Creative Interiors, disqualify me from employment, or cause my dismissal. I hereby authorize Creative Interiors to make a thorough investigation of my past employment and activities. I release from liability Creative Interiors, former employers, or any persons supplying such information. The language in this application is not intended to create, nor is it to be misconstrued to constitute, a contract of employment.

Signature: _____ Date: _____