



**CREATIVE
HOUSING**
**CREATIVE
RENOVATIONS**

Employment Application

It is the policy of Creative Housing, Inc. to provide a harassment-free and equal employment opportunity work environment for all applicants and employees. Creative Housing, Inc. is committed to complying with all applicable federal, state and local requisitions which provide protection from discrimination for various groups of applicants and employees.

Creative Housing, Inc. maintains a Code of Ethics and specific policies regarding employee and applicant honesty, performance, conduct and attendance. Additionally, Creative Housing, Inc. reserves the right to investigate any suspected unethical or illegal activities and any violation of the policies including, but not limited to, misappropriation of funds, falsification of records, the use, sale or possession of alcohol or drugs while working or working under the influence of drugs or alcohol, unexcused absences, and the like. Violations of the policies will result in disciplinary actions by Creative Housing, Inc., which could include termination and prosecution. THE EMPLOYMENT RELATIONSHIP AT CREATIVE HOUSING INC. IS AT WILL, AND EMPLOYMENT CAN BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE OR NOTICE AT THE OPTION OF EITHER CREATIVE HOUSING, INC., OR THE EMPLOYEE. Questions about these policies may be addressed to the President/CEO of Creative Housing, Inc. Please answer all questions completely and accurately. Incomplete applications may be rejected.

Name (Last, First, Middle)	Home/Business Phone	Current Date	
Present Address (Street, City, State, Zip Code)			
If you have lived at the above address for less than six months, list your previous address			
Are you currently legally eligible (by reason of citizenship or legal alien status) for employment in the United States? Yes No			
Is your residency in the U.S. based on a student visa? Yes No (Proof of citizenship or immigration status will be required upon employment)			
Will you require employer sponsorship in order to remain eligible for work in the United States? (Applicants must be presently authorized to work in the United States on a full-time basis.)			
Social Security Number	Have you ever worked under a different last name than currently used? Yes No	If yes, provide name: _____	
If you are under 18 years of age, do you have a work permit? Yes No			
Have you ever applied for employment at Creative Housing, Inc.? Yes No			If yes, when?
Have you ever been employed by Creative Housing, Inc.? Yes No		If yes, give dates of employment	Position(s) Held?
Are you related to anyone at Creative Housing, Inc.? Yes No		If yes, give name	Relationship to you
How were you referred to Creative Housing, Inc.?			
Have you ever been convicted of a criminal offense, or participated in a pre-trial deferral or diversion program? Yes No			
Falsification, misrepresentation and/or omission of criminal conviction is grounds for refusal to hire, or if hired for dismissal. (Note: A conviction does not automatically disqualify an applicant from employment. The date, nature and seriousness of the offense will be considered. If answer is yes, indicate date(s) of conviction and type(s) of offense(s); include those matters for which you may have plead guilty, no contest, or participated in a pre-trial diversion program _____)			
Should you have a criminal conviction or a pending charge, Creative Housing, Inc. may be required to suspend or terminate your employment. Additionally, Creative Housing, Inc. requires background Investigations regarding criminal records of our employees. If you have any concerns with regard to these matters, our preference is to discuss them prior to employment. Omission of information deemed material by Creative Housing, Inc. will be considered a willful misstatement and may be grounds for immediate termination of the application process, or of employment by Creative Housing, Inc.			

REFERENCES

Personal References: Names of Non-Relatives who can provide Professional and/or Character References

Name	Address	Telephone Number	Occupation	Years Known

Please read carefully. If you have any questions regarding this statement, please discuss them with the Business Manager before signing:

“In the event of my employment, I agree to conform to the policies and any other rules and regulations of Creative Housing, Inc. and acknowledge that these rules and regulations may be changed, interpreted, withdrawn, or added to by Creative Housing, Inc. at any time, at the agency’s sole option and without prior notice to me. I understand that this application will be given every consideration but its receipt does not imply that I will be employed. I understand that this employment application and any other Creative Housing, Inc. documents are not contracts for employment, and that my employment will be employment at will and can be terminated at any time, with or without cause or notice, at the option of either Creative Housing, Inc. or myself. If hired, I understand that no modification or alteration of my employment at will status shall be valid or binding, unless it is expressly set forth in a written document by the President/CEO.”

Initials

“I understand that Creative Housing, Inc. may require me to undergo a drug test by medical staff and/or agent selected by Creative Housing, Inc. as a condition of my employment and/or continued employment. I consent to the release of my drug test results to Creative Housing, Inc. I further understand that I must successfully pass the drug test to be considered for employment with Creative Housing, Inc. I understand that medical examinations which are job-related and consistent with Creative Housing, Inc. business necessity may be required of me once I am employed. I further release Creative Housing, Inc. including all its officers, agents, representatives and employees from any and all claims, suits, causes of action, liabilities and damages associated with or arising from my submission to a drug test and/or medical examination.”

Initials

“I understand that Creative Housing, Inc. may require me to undergo fingerprinting in order to verify any criminal convictions I may have or any pre-trial deferral or diversion programs I may have participated in.”

Initials

“I understand that Creative Housing, Inc. may maintain a restricted smoking environment.”

Initials

“I understand that this application will remain open, for the JOB FOR WHICH I HAVE APPLIED, for a sixty (60) day period.”

Initials

“I certify that the information in this application is correct and complete. I understand that if offered employment, my employment is contingent on completing all aspects of the pre-employment and reference checking processes.”

Initials

Applicant’s Signature

Date

Creative Housing, Inc.
Reference Verification
Authorization

“I hereby authorize any of the persons or organizations referenced in this Employment Application and/or accompanying resume to give **Creative Housing Inc.** or its agents any and all information concerning my previous employment, education, or any other information that they may have, with regard to any of the subjects covered by this application and release all such parties from all liability for any damage that my result from furnishing such information to them. This authorization does not include release, or other prohibited use, of disability and medical related information prohibited in pre-employment inquiries by the Americans with Disabilities Act (ADA).”

“Additionally, I authorize **Creative Housing, Inc.** or its agents, to request and receive background investigative information about me which may include areas such as a Social Security Number Verification, Criminal Background Check, Motor Vehicle Records Check, and Credit Check prior to employment and, at the discretion of **Creative Housing, Inc.**, throughout my employment. In order to ensure the integrity of the verification process, I am voluntarily providing my birth month: _____ and birth day: _____ (do not include year of birth) as well as my Social Security number (see below).”

Applicant Signature

Date

Applicant Printed Name

Social Security #