



Office Use Only  
Contact Dates: \_\_\_\_\_  
Interview Date: \_\_\_\_\_  
Interactive Date: \_\_\_\_\_  
Hire Date: \_\_\_\_\_  
Check if not hired: \_\_\_\_\_

## Creative Corner School Employment Application

Position Applied For: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Employment: Full-Time Part-Time Relief

Are you Currently Employed: Yes No When would you be available for work? \_\_\_\_\_

Are you eligible to be employed in the United States? \_\_\_Yes \_\_\_No

Social Security Number: \_\_\_\_\_

(Proof of Citizenship or Immigration Status will be required before an offer of employment can be made)

How did you learn of employment opportunities at Creative Corner School?

\_\_\_\_\_

Have you ever applied to this program before? \_\_\_Yes \_\_\_No /if so, when: \_\_\_\_\_

**Employment History**

Begin with your most recent employment. A resume may be substituted by writing "see resume."

Title: \_\_\_\_\_

Date From: \_\_\_\_\_ Date To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Explanation: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company City, State: \_\_\_\_\_

Company Phone: \_\_\_\_\_

Direct Supervisor: \_\_\_\_\_ OK to Contact \_\_Yes \_\_No

Describe responsibilities and Duties:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Title: \_\_\_\_\_

Date From: \_\_\_\_\_ Date To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Explanation: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company City, State: \_\_\_\_\_

Company Phone: \_\_\_\_\_

Direct Supervisor: \_\_\_\_\_ OK to Contact \_\_Yes \_\_No

Describe responsibilities and Duties:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Title: \_\_\_\_\_

Date From: \_\_\_\_\_ Date To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Explanation: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company City, State: \_\_\_\_\_

Company Phone: \_\_\_\_\_

Direct Supervisor: \_\_\_\_\_ OK to Contact \_\_Yes \_\_No

Describe responsibilities and Duties:

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### **Volunteer Work Experience**

You are invited to add, if you so choose, any verifiable volunteer work that you would like us to consider. You need not include organizations names that would indicate possible membership in a protected class such as race, color, religion, sex, or national origin.

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### **Background Record Check (BRC)**

Pursuant to Massachusetts General Laws and 606 CMR 14:00, EEC will conduct a Background Records Check, consisting of a check of Criminal Record (CORI) and a check of the Department of Children and Families. You must grant EEC permission to do so in order for us to process your application.

### **Educational Background**

Resumes may NOT be substituted for answering the following questions.

High School: \_\_\_\_\_

Dates Attended From: \_\_\_\_\_ to: \_\_\_\_\_ Enrolled \_\_\_\_\_ Completed \_\_\_\_\_

Current Schedule if Applicable: \_\_\_\_\_

College: \_\_\_\_\_

Dates Attended From: \_\_\_\_\_ to: \_\_\_\_\_ Enrolled \_\_\_\_\_ Degree \_\_\_\_\_

Current Schedule if Applicable: \_\_\_\_\_

Are you certified by EEC? \_\_\_ Yes \_\_\_ No /If so, please indicate your certification number and areas of certification as well as dates of certification.

\_\_\_\_\_

Describe any special training or skills which apply to the position applied for including first aid, CPR, etc.

\_\_\_\_\_

**References**

Please indicate three professional references, at least one who supervised you and can comment on your work experience and qualifications.

1. Name: \_\_\_\_\_ Title: \_\_\_\_\_

Business: \_\_\_\_\_

Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_

Business: \_\_\_\_\_

Phone: \_\_\_\_\_

3. Name: \_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_

Business: \_\_\_\_\_

Phone: \_\_\_\_\_

**Lie Detector Tests:**

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil penalties.

**Equal Opportunity Employers:**

Our company is committed to policy of nondiscrimination and equal opportunity for all employees and qualified applicants without regard for race, color, religious creed, protected genetic information, national origin, ancestry, sex, age, disability, veteran’s status or sexual orientation.

**Genetic Discrimination:**

Massachusetts General Laws CH. 151B, which Creative Corner School embraces, prohibits employers, from terminating or refusing to hire individuals on the basis of genetic information, requesting genetic information concerning employees, applicants, or their family members, attempting to induce individuals to undergo genetic tests or otherwise disclose genetic information, using genetic information in any way that affects the terms and conditions of an individual’s employment or seeing, receiving or maintaining genetic information for any nonmedical purpose.

CERTIFICATION

**NOTE: PLEASE READ YOUR APPLICATION AND ANY SUBMITTED MATERIALS OVER TO ENSURE THEIR ACCURACY AND PARTICULARLY THE FOLLOWING PARAGRAPHS BEFORE YOU SIGN.**

I certify that I have read the contents of my application and understand each and every question asked and all the information I provided in this application and attendant resume is true and complete.

I understand that Creative Corner School will use this information in their employment screening process. I hereby release Creative Corner School, its agents, servants and employees and anyone furnishing information relative to my application for employment from any and all liability associated with the processing of this application for employment.

I understand that this application is not an offer of employment and does not constitute any contract with the applicant.

I understand that if an employment offer is ultimately extended to me, which I accept, I will be an employee at will, which would allow Creative Corner School to unilaterally terminate our relationship with or without cause.

I further understand that any false statements made by me in this application or submitted resume or at a later job interview may subject me to disciplinary action up to and including discharge.

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Signature

Date