

Creative Work Systems

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Creative Work Systems is an Equal Opportunity Employer. The agency hires, trains, promotes and compensates individuals on the basis of personal competence and potential for advancement without regard for race, color, religion, sex, marital status, national origin, sexual orientation, age, disability or veteran status.

Name : _____ Date: _____

Street Address: _____ Soc. Sec. #: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Are you a former agency employee or applicant? No Yes Date of employment/application: _____

Are you a current/former employee in the social services /voc. rehab. field? No Yes

Are you a current/former volunteer in the social services /voc. rehab. field? No Yes

Employment Desired

Position(s) Applying for: _____

- Referred by: Newspaper Advertisement – Where?
 Office of Student Employment – Where?
 Staff from Creative Work Systems – Who?
 Other, please specify: _____

Available for: Full Time (indicate 1 2 3 shifts) Part-Time (indicate a.m. or p.m.)

Are you available for weekend hours? Yes No

Are you able to travel if the position required it? Yes No

Do you possess a valid Maine Drivers License? Yes No

What is your desired salary range? _____ Available date to start work: _____

If the requested information is on your resume, it is not necessary to duplicate it.

Education

School Name/Location	Diploma	Major Field /Degree
High School :	Yes <input type="checkbox"/> No <input type="checkbox"/>	
College:	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Graduate School:	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other:	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Previous Employers

PLEASE NOTE: Your application will not be considered unless every question in this section is answered. Since we will make every effort to contact previous employers, the correct address and telephone numbers are critical. Include any job-related military service assignments and volunteer activities. You may exclude any organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status.

Most Recent Employer

Are you currently working for this employer? Yes No May we contact? Yes No

Company Name: _____ Dates Employed: From _____ To _____

City: _____ State: _____ Phone: _____ Fax: _____

Job Title: _____ Supervisor's Name: _____

Duties: _____

Salary: _____ Per Hr. Wk Month Yr Reason for Leaving: _____

Second Most Recent Employer

Are you currently working for this employer? Yes No May we contact? Yes No

Company Name: _____ Dates Employed: From _____ To _____

City: _____ State: _____ Phone: _____ Fax: _____

Job Title: _____ Supervisor's Name: _____

Duties: _____

Salary: _____ Per Hr. Wk Month Yr Reason for Leaving: _____

Third Most Recent Employer

Are you currently working for this employer? Yes No May we contact? Yes No

Company Name: _____ Dates Employed: From _____ To _____

City: _____ State: _____ Phone: _____ Fax: _____

Job Title: _____ Supervisor's Name: _____

Duties: _____

Salary: _____ Per Hr. Wk Month Yr Reason for Leaving: _____

Fourth Most Recent Employer

Are you currently working for this employer? Yes No May we contact? Yes No

Company Name: _____ Dates Employed: From _____ To _____

City: _____ State: _____ Phone: _____ Fax: _____

Job Title: _____ Supervisor's Name: _____

Duties: _____

Salary: _____ Per Hr. Wk Month Yr Reason for Leaving: _____

Please Answer the Following Questions

1. Have you ever been suspended, placed on probation or discharged by your prior employer for absenteeism, tardiness, failure to notify your employer when absent or any other attendance-related reasons?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Have you ever been suspended, placed on probation or discharged by your prior employer for theft, unauthorized removal or use of company property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Have you ever been suspended, placed on probation or discharged by your prior employer for being under the influence of alcohol or drugs or for possession, use or abuse of alcohol or drugs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Have you ever been convicted of, or are currently under indictment for, a crime other than a traffic violation? (Conviction will not be an absolute bar to employment.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Are you on the exclusion list of the Office of Inspector General?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

List professional, trade, business or civic activities and office held, and/or special job-related skills and qualifications that are applicable to the position for which you are applying. State any additional information you feel may be helpful to us in considering your application. *You may exclude any organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status.*

References

List four persons, not related to you, who have known you for at least a year and are aware of your job performance ethics. At least two of these persons must be professional references, preferably current or former supervisors.

Name and Title	Complete Mailing Address	Phone Number

Please Read Carefully Before Signing

“I certify that the facts contained in this application are true and complete and understand that, If employed, falsified statements on this application shall be grounds for immediate dismissal.

I authorize and approve the investigation by Creative Work Systems of any and all statements herein and the references listed on this application or on a resume submitted. This investigation includes all information concerning my previous employment or education and any pertinent information they may have. This may also include the results of a criminal background screening which Creative Work Systems may make during the application process or during the probationary period if hired. I release all parties from all liability for any damage that may result from furnishing this information to you, and understand that my application process and/or employment may be terminated at any point based on the results of these investigations.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice and without cause. I further understand that this application is not intended to be a contract of employment nor does this application obligate Creative Work Systems in any way if it decides to employ me.”

Signature of Applicant

Date

Office Use Only

APPLICANT QUESTIONNAIRE

Name :

Date:

Position for which you are applying:

Please take a few moments to read through these statements and indicate whether or not each one reflects your philosophy and feelings about your career and place of employment.

I would prefer to work for a company that deals with people rather than with “things”.

Agree

Disagree

My work experiences have shown me that dealing with people either individually or as a team requires patience, understanding and a great deal of flexibility.

Agree

Disagree

People who do a great deal of complaining can create a problem for me in the workplace

Agree

Disagree

Note taking at meetings seems to be more of a distraction than an aid when I am listening to a speaker.

Agree

Disagree

When working with people, it is very important to avoid taking things personally especially when the situation is either a sensitive or conflictual one.

Agree

Disagree

The use of discretion and sensitivity in the workplace is never able to achieve the same resolution to problems as direct confrontation.

Agree

Disagree

Being organized is one way to ensure that deadlines will be met on time.

Agree

Disagree

You are comfortable asking questions of your supervisor when you don't understand your responsibilities.

Agree

Disagree

I work best in an environment where there are no unanticipated demands/changes.

Agree

Disagree

If I observed a co-worker engaged in some form of unlawful or unethical activity, I would tell them immediately.

Agree

Disagree

Please review the following situations and choose the answer that best represents the way you might handle the situation.

You are participating in a meeting with your supervisor and co-workers. One of your team members angrily accuses you of not “pulling your weight” in the day-to-day activities for which the team is responsible. How would you handle it?

- Tell the co-worker that the accusation is untrue and ask your supervisor at the meeting to intervene.
- Ask your co-worker why he/she is feeling that way and specifically ask for some examples so you can better understand why the feelings are there.
- Tell your co-worker that he/she is being hypocritical because you are aware that they aren't pulling their weight either.
- Disagree with your co-worker's opinion, but ask that there be a meeting between the two of you and your supervisor after the meeting.

You are working together with a co-worker who does not seem able to complete assignments or projects for which you are both responsible. How would you deal with the situation?

- You take over some of her/his duties to make sure that they get done.
- You speak to this person in confidence asking that they pay closer attention to doing their work and offering some suggestions for how he/she could work more effectively.
- You speak to your immediate supervisor, explain the situation and ask that they intervene.
- You warn your co-worker that if they do not start “pulling their weight” you will report them to the supervisor.

You are scheduled to work on a weekend shift and a friend offers some tickets to an event that you really want to attend. You are aware that the shift may be difficult to fill at the last moment, but you really want to attend. What would you do?

- Call your supervisor immediately, explain the situation and ask that they cover for you.
- Call all of your team members and ask if any of them will work for you in exchange for some of their time on another shift.
- Call your supervisor, explain the situation and ask for your supervisor's suggestions on how best to handle the coverage problem.

A new employee is hired onto your team and, although you are fairly new yourself, your supervisor asks you to orient and train this new person because he or she is busy with other tasks. What would you do?

- Turn down your supervisor's request with the explanation that it is not in your job description to do training of new staff.
- Offer a compromise to your supervisor: explain that you are too new to be trusted with a total orientation but offer to co-train the new employee along with the supervisor.
- Accept the request to train the new employee and "do the best you can."
- Ask another, more experienced member of the team to help you with the orientation.

During the course of the workday, you observe a member of your team engaging in activities that are strictly forbidden by your agency's code of ethics. What would you do?

- Immediately inform the staff member of your observation and tell them that they should not be doing that since it is an ethical violation.
- Immediately inform your supervisor but ask that your name not be mentioned
- Talk it over with your other team members and, as a group, go to your supervisor.
- Ignore the incident and hope that it does not happen again.

After a particularly frustrating day for the entire team, your supervisor criticizes one of your actions in front of other staff members using a very abrupt tone. How would you react?

- Say nothing to your supervisor but immediately contact his supervisor to complain.
- Immediately inform your supervisor that you feel he/she is incorrect and offer an explanation for your actions.
- Say nothing and ask to speak to your supervisor in private. At that time make it clear that you felt he/she was being disrespectful and ask that he/she acknowledge that.
- Say nothing and wait for an opportunity to "get back " at him/her.

You are working on shift and your supervisor is not present at that time. A representative from a state agency arrives asking that he/she be allowed to review all records and interview all people present at that time. What would you do?

- Allow the representative to do what he/she wants.
- Explain to the representative that you have no authority to make that decision and ask them to wait while you attempt to contact your supervisor.
- Turn the representative over to the most senior employee on the staff and let them make the decision.
- Ask the representative to come back after they first call the supervisor of the program; make sure that you give the representative your supervisor's telephone number.

You are relatively new to the team and realize that you have made a medication omission on your shift. It was a minor one and would go unnoticed by all on the team. What would you do?

- As one of your co-workers to “fix” the omission on the log sheet without letting your supervisor know.
- Immediately report your mistake to the supervisor.
- Go back and fix the mistake yourself without telling anyone.
- Ignore the omission but just be more careful next time.

At an outside meeting where you are the representative for the agency, a staff member from another agency approaches you to ask whether it is true that your agency is being investigated by the state for potential ethical violations. You are surprised because, at that moment, a supposedly confidential investigation is indeed going on within your organization. How would you respond?

- Politely answer in the negative but tactfully attempt to ascertain where they had heard that information.
- Acknowledge that it is true, but make it clear to the staff member that there has been no confirmation of the facts because the investigation is still in process.
- Politely state that questions like that address the confidentiality policies of our agency and any response would be a violation of those policies.
- Respond by stating that you are unaware of any investigation going on and ask the staff member where he/she heard about it.

You are involved in a community shopping activity with a number of people with disabilities when a store manager approaches you and asks you to leave the area because your participants are “creating a disturbance.” How would you handle the situation?

- You would quickly leave the area so as not to create any further problems.
- You discreetly tell the manager that by asking you to leave, he/she is violating the Americans with Disabilities Act and that you intend to alert the corporate office that this situation has occurred.
- You politely explain that the group has a right to be there and that you will act responsibly if there is a problem.
- You ask “what disturbance” is going on and then explain to the store manager that it is simply a means of communication for members of the group.