



PARTNERSHIP ■
 TEAMWORK ■
 OF SERVICE ■
 DO WHAT'S RIGHT ■
 SHARED JOURNEY ■
 BE EXCELLENT ■

APPLICATION

LAST NAME		FIRST NAME	MIDDLE INITIAL	
STREET ADDRESS		CITY	STATE	ZIP
PHONE #	ALTERNATE PHONE #	E-MAIL ADDRESS		
POSITION APPLYING FOR		SALARY DESIRED	LAST 5 DIGITS SOCIAL SECURITY	
TODAY'S DATE	HOW DID YOU HEAR ABOUT US?		BIRTHDATE [MM/DD]	

Person you are meeting with: _____

Did you bring work samples? Yes No

Are you testing with us? Yes No (If yes, check one) Proofreading/editing InDesign PowerPoint

Are you 18 years of age or older? Yes No

If hired, can you provide written evidence that you are authorized to work in the U.S.? Yes No

You may wait to respond to the questions below until an interview is confirmed:

Have you ever been convicted of a felony or misdemeanor? Yes No

If YES, give date, place, offense and outcome (previous convictions do not necessarily disqualify an applicant from employment).



CREATIS

EMPLOYMENT HISTORY

Please list your most recent employer first. It is important that all information be accurate and complete. Creatis may contact for employment verification purposes.

*Required fields.

1

*COMPANY YOUR TITLE

YOUR RESPONSIBILITIES

*SUPERVISOR NAME SUPERVISOR TITLE

*PHONE EMAIL

REASON FOR LEAVING BEGINNING SALARY END SALARY

2

*COMPANY YOUR TITLE

YOUR RESPONSIBILITIES

*SUPERVISOR NAME SUPERVISOR TITLE

*PHONE EMAIL

REASON FOR LEAVING BEGINNING SALARY END SALARY

3

*COMPANY YOUR TITLE

YOUR RESPONSIBILITIES

*SUPERVISOR NAME SUPERVISOR TITLE

*PHONE EMAIL

REASON FOR LEAVING BEGINNING SALARY END SALARY

4

*COMPANY YOUR TITLE

YOUR RESPONSIBILITIES

*SUPERVISOR NAME SUPERVISOR TITLE

*PHONE EMAIL

REASON FOR LEAVING BEGINNING SALARY END SALARY



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REFERENCES

APPLICANT NAME _____

DATE OF INTERVIEW _____

1

NAME _____ CURRENT TITLE _____ CURRENT EMPLOYER _____

EMAIL _____ PHONE # _____ YEARS KNOWN _____

PLEASE PROVIDE WORKING RELATIONSHIP (E.G. SUPERVISOR, CO-WORKER) AND COMPANY:

W

NAME _____ CURRENT TITLE _____ CURRENT EMPLOYER _____

EMAIL _____ PHONE # _____ YEARS KNOWN _____

PLEASE PROVIDE WORKING RELATIONSHIP (E.G. SUPERVISOR, CO-WORKER) AND COMPANY:

3

NAME _____ CURRENT TITLE _____ CURRENT EMPLOYER _____

EMAIL _____ PHONE # _____ YEARS KNOWN _____

PLEASE PROVIDE WORKING RELATIONSHIP (E.G. SUPERVISOR, CO-WORKER) AND COMPANY:

4

NAME _____ CURRENT TITLE _____ CURRENT EMPLOYER _____

EMAIL _____ PHONE # _____ YEARS KNOWN _____

PLEASE PROVIDE WORKING RELATIONSHIP (E.G. SUPERVISOR, CO-WORKER) AND COMPANY:

OFFICE USE ONLY

BD _____

RM _____

BD _____

RM _____

BD _____

RM _____

BD _____

RM _____



SKILLS

GENERAL AREAS OF EXPERTISE

	Yrs./Exp.
Account Management	# ___
Art Direction	# ___
Communications	# ___
Copywriting	# ___
Creative Direction	# ___
Editing	# ___
Front End Development	# ___
Graphic Design	# ___
Graphic Production	# ___
Illustration	# ___
Image Editing	# ___
Interactive/Digital	# ___
Marketing	# ___
Package Design	# ___
Photography	# ___
Print Management	# ___
Project Coordination	# ___
Project Management	# ___
Proofreading	# ___
Traffic/Scheduling	# ___
UX/UI Design	# ___
Web Design	# ___
Other:	
_____	# ___
_____	# ___

SOFTWARE

	Version
Adobe Acrobat Pro DC	# ___
Adobe After Effects	# ___
Adobe Animate	# ___
Adobe Bridge	# ___
Adobe Dreamweaver	# ___
Adobe Illustrator	# ___
Adobe InDesign	# ___
Adobe Lightroom	# ___
Adobe Photoshop	# ___
Adobe Premier Pro	# ___
Final Cut Pro	# ___
Microsoft Excel	# ___
Microsoft PowerPoint	# ___
Microsoft Word	# ___
QuarkXPress	# ___
Video Software	# ___

HARDWARE

Macintosh	_____
PC/Windows	_____
Other:	_____

LANGUAGE/OTHER

	Detail	Yrs./Exp.
Autocad	_____	# ___
HTML	_____	# ___
Javascript	_____	# ___
CSS	_____	# ___
CMS:	_____	# ___
(please list)	_____	# ___
	_____	# ___
Sharepoint	_____	# ___
Other:	_____	# ___
	_____	# ___
	_____	# ___

APPLICANT'S STATEMENT

I understand that Creatis, Inc. follows an "at-will employment" policy, in that I or Creatis may terminate my employment at any time, or for any reason consistent with applicable state or federal law. This "at-will employment" policy cannot be changed verbally or in writing, unless the change is specifically authorized in writing by the President of Creatis. I understand that this application is not a contract of employment. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity. Failure to submit such proof will result in denial of employment.

I understand this application will be active for a period of one year; after that time, if I wish to be considered for employment, I must submit a new application.

I understand that Creatis will thoroughly investigate my work and personal history and verify all dates given on this application, on related papers and in interviews. I authorize all individuals, schools and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information.

I certify that all statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

APPLICANT SIGNATURE

DATE