



Employment Application

It is the policy of Great Plains Media not to discriminate in its employment and personnel policies because of a person's sex age, race, religion, color, marital status, sexual orientation, citizenship status for legal residents, disability or national or ethnic origin, or other protected class.

Last Name First Middle

Street Address

City, State Zip Code Daytime Telephone Number

Are you legally eligible to work in the United States? [] Yes [] No
All applicants will be required to furnish proof of identity and legal work authority within 3 business days of hire.
Check if you are under 18 years of age []

Do you have a valid driver's license to operate an automobile in this state? [] Yes [] No
Are you insurable at standard rates to operate an automobile in this state? [] Yes [] No If no, explain below:

Equipment/Machines you can operate and/or licenses you hold:

Position you are applying for: _____ Check this box if you are applying generally []

What is your desired salary? _____

How did you learn about this specific opening?
[] Advertisement [] Agency
[] College Recruiting [] Govt. Program [] Job Fair [] Other Website/Online Source [] Referral [] Walk in

Have you ever been previously employed with this company including all acquired or affiliated companies? [] Yes [] No
If yes, Date: From: ___/___/___ to ___/___/___ Location: _____
Date: From: ___/___/___ to ___/___/___ Location: _____
Date: From: ___/___/___ to ___/___/___ Location: _____

Are you available for full-time work? [] Yes [] No If no, what hours/days can you work? _____
Will you work overtime, if required? [] Yes [] No
Are you subject to any contractual restrictions that would prevent, or interfere with, you accepting the position or performing the duties of this position? [] Yes [] No

EDUCATION

High School 9 10 11 12 (Circle Highest Grade Completed)
Name of School: _____ Location: _____
Did you graduate? [] Yes [] No

College/University 1 2 3 4 (Circle Highest Grade Completed)

Name of College/University: _____ Location: _____

Dates attended: From ___/___/___ to ___/___/___ Degree/Course of Study: _____

Graduate School or Vocational/Technical/Business Training:

Name of School: _____ Location: _____

Dates attended: From ___/___/___ to ___/___/___ Course of Study: _____

Did you graduate? Yes No

Have you ever been convicted of a felony? Yes No

(Conviction is not an automatic bar to consideration for employment. You are not obligated to disclose sealed or expunged records of conviction or arrest)

Are you currently serving probation or deferred adjudication for any crime? Yes No

If you answered, "Yes" to any of the above, please explain:

EMPLOYMENT HISTORY

(Attach additional sheet, if necessary.)

List all employment in the past ten years, most recent job first; include military service.

Name of Employer: _____ Type of Business: _____

City, State: _____ Phone: _____ Supervisor: _____

Position: _____ Duties: _____

Employment Dates: From: ___/___/___ to: ___/___/___ Reason for Leaving: _____

Beginning Salary: \$ _____ Ending Salary: \$ _____

Name of Employer: _____ Type of Business: _____

City, State: _____ Phone: _____ Supervisor: _____

Position: _____ Duties: _____

Employment Dates: From: ___/___/___ to: ___/___/___ Reason for Leaving: _____

Beginning Salary: \$ _____ Ending Salary: \$ _____

Name of Employer: _____ Type of Business: _____

City, State: _____ Phone: _____ Supervisor: _____

Position: _____ Duties: _____

Employment Dates: From: ___/___/___ to: ___/___/___ Reason for Leaving: _____

Beginning Salary: \$ _____ Ending Salary: \$ _____

Within the past ten years, have you been terminated or asked to resign by an employer? Yes No

If you answered, "Yes," please provide employer, dates and circumstances: _____

Great Plains Media contacts prior employers to obtain references regarding work history, conduct and suitability for employment. May we contact your present employer at this time? Yes No

I verify that all of the information on this application and attachments is true, correct and complete. I have not withheld any information requested by Great Plains Media. I understand that false, misleading, incomplete or omitted information will result in rejection of my application, reprimand or termination from employment, whenever discovered.

I authorize Great Plains Media to confirm all information provided on this application and attachments (including resumes) and to investigate my suitability for employment. I agree to furnish additional information if requested. I release Great Plains Media and all persons and companies from any claims, liabilities or damages from obtaining or furnishing information about me.

This application is not a job offer or employment contract with Great Plains Media for any specific time period. If hired, my employment will be for an indefinite time period and I may resign or be terminated by Great Plains Media at any time without notice or requirement of cause.

I further understand and agree that no employee or official of Great Plains Media has any authority to alter the terms of my at-will employment through oral statements or promises. In order to be binding on Great Plains Media, any agreement or promise that alters this policy must be in writing and signed by the head of your division.

Any conditional offer of employment by Great Plains Media is subject to successful completion of all employment requirements including but not limited to verifying employment and personal references.

If employed, I agree to abide by and comply with all of Great Plains Media's policies, rules and procedures, including Unlawful Harassment Policy; Policy on Sexual Harassment; Substance Abuse and Drug Testing Policy.

Date

Applicant's Signature