

The Free Lance–Star Publishing Company

616 Amelia Street
Fredericksburg, Virginia 22401

Application for Employment

Please complete all sections of this application even if you are submitting a résumé (“**See Resume” is not acceptable**). Please type or print in ink.

Personal

Name: Last, First, Middle	Date ____/____/____
Complete Street Address	Home Phone () ____-____
City, State, Zip	Daytime/Cell Phone () ____-____
Email Address:	HR Use Only

Are you 18 years old or older? ____ Yes ____ No If under 16, after employment, can you submit a work permit? ____ Yes ____ No
Have you ever served in any of the U.S. Military Services? ____ Yes ____ No Period of Service: from ____/____/____ to ____/____/____ List rank at time of discharge: _____ List relevant skills acquired during U.S. military service.
Have you ever been convicted of a criminal offense, including misdemeanors? (Conviction will not necessarily limit employment opportunities.) ____ Yes ____ No If yes, please explain.

Employment

Type of position desired (please be specific):	Minimum salary expected \$ _____ per
Type of employment desired (check all that apply): ____ Full-time ____ Part-time ____ Temporary	
If <u>part-time</u> , <u>summer</u> , or <u>temporary</u> , specify availability.	For all, list any regular days or hours you <u>cannot</u> work.
Have you filed an application here before? ____ Yes ____ No If yes, give date(s).	Give date you are available to start work. ____/____/____
Have you ever been employed here before? ____ Yes ____ No If yes, give date(s) and position(s) held.	
How did you find out about this job?	Were you referred by one of our employees?

Name:

Education

	Name	Address	Last Grade Completed	Diploma/ Degree	Describe Course of Study
Last Elementary School			1 2 3 4 5 6 7 8		
Last High School			9 10 11 12		
Junior/ Community College			1 2		
College/ University			1 2 3 4		
Graduate/ Professional/ Technical School					

Training

Describe any specialized training, apprenticeship, skills and academic achievements relevant to the position.

State any additional information you feel may be helpful to us in considering you for possible employment. Include office, technical, mechanical, computer and clerical skills.

State any language skills you have and your level of fluency:

State briefly any present or previous contact with the newspaper business or radio broadcasting business and its impact on you.

Interest

Describe what interests you most about the possibility of employment at The Free Lance–Star Publishing Co.

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Experience - Please complete even if you are submitting a résumé (“**See Resume**” is not acceptable). Thank you.

Account for all time for the last ten years whether working or not. Please indicate multiple positions held with the same employer by treating each as separate employment. If additional space is required, please continue on a separate sheet of paper.

Are you now employed? Yes No If so, may we inquire of your present employer? Yes No

Present or last employment: Company		Type of Business	
Full Address		Phone ()	
From (date) ___/___/___ to (date) ___/___/___	Start pay \$ per	Final pay \$ per	
Job Title _____ Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>	Name and <u>title</u> of supervisor		
Job Duties			
Reason for leaving: <input type="checkbox"/> Voluntary Quit <input type="checkbox"/> Discharged <input type="checkbox"/> Lay Off <input type="checkbox"/> Retirement Explain:			

Next previous employment: Company		Type of Business	
Full Address		Phone ()	
From (date) ___/___/___ to (date) ___/___/___	Start pay \$ per	Final pay \$ per	
Job Title _____ Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>	Name and <u>title</u> of supervisor		
Job Duties			
Reason for leaving: <input type="checkbox"/> Voluntary Quit <input type="checkbox"/> Discharge <input type="checkbox"/> Lay Off <input type="checkbox"/> Retirement Explain:			

Next previous employment: Company		Type of Business	
Full Address		Phone ()	
From (date) ___/___/___ to (date) ___/___/___	Start pay \$ per	Final pay \$ per	
Job Title _____ Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>	Name and <u>title</u> of supervisor		
Job Duties			

Reason for leaving: ___ Voluntary Quit ___ Discharge ___ Lay Off ___ Retirement

Explain:

References

List three references that are knowledgeable of your work experience, **not relatives or former employers listed previously.**

Name	Relationship	Phone No.
Reference #1		()
Full Address		
Reference #2		()
Full Address		
Reference #3		()
Full Address		
Is there any information relative to change of name or use of an assumed name or nickname necessary to enable a check on your work and education record? If yes, please explain.		

Signature

I certify that the statements made in this application are true and complete to the best of my knowledge.

I agree that the company shall not be liable in any respect if my employment is terminated because of false or misleading information given in my resume, application or interview(s).

I am legally eligible for employment in the United States and will be prepared to produce proof at the time of hire in accordance with the Immigration Reform & Control Act of 1986. (Some examples of required proof are: Valid Driver's License or State I.D. and Social Security Card; U.S. Military Card and Birth Certificate; U.S. Passport; Unexpired Employment Authorization Card/INS Form I-688A; other examples available upon request.)

If accepted for employment, I agree to abide by all of the rules and regulations of the company.

I authorize the companies, schools and persons named on this application to give any information relevant to my bona fide employment qualifications. I hereby release the same from all liability for any damages for issuing this information.

I understand that neither this document nor any offer of employment from the employer constitutes an express or implied employment contract. I understand that, if employed, my employment is "at will," for no definite period, and may, regardless of the date of payment of my wages and salary, be terminated at any time with or without notice or cause by either party.

Signed: _____ Date: ____ / ____ / ____

The Free Lance–Star Publishing Company is an equal opportunity employer. We seek and employ qualified persons in all job classifications and positions without discrimination on the basis of race, religion, sex, national origin, age or disability. Law specifically prohibits such discriminatory practices. If you believe your equal employment rights have been violated, you may contact the Federal Communications Commission, the Equal Employment Opportunity Commission or the appropriate state or local EEO agency.

Experience - continued

Next previous employment: Company _____		Type of Business _____	
Full Address _____		Phone _____ ()	
From (date) ____/____/____ to (date) ____/____/____	Start pay \$ _____ per	Final pay \$ _____ per	
Job Title _____ Full-time _____ Part-time _____	Name and <u>title</u> of supervisor _____		
Job Duties _____			
Reason for leaving: ___ Voluntary Quit ___ Discharge ___ Lay Off ___ Retirement Explain: _____			

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Full Address _____		Phone _____ ()	
From (date) ____/____/____ to (date) ____/____/____	Start pay \$ _____ per	Final pay \$ _____ per	
Job Title _____ Full-time _____ Part-time _____	Name and <u>title</u> of supervisor _____		
Job Duties _____			
Reason for leaving: ___ Voluntary Quit ___ Discharge ___ Lay Off ___ Retirement Explain: _____			

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Job Title _____ Full-time _____ Part-time _____	Name and <u>title</u> of supervisor _____		
Job Duties _____			

Reason for leaving: Voluntary Quit Discharge Lay Off Retirement
Explain: