

EMPLOYMENT APPLICATION

The Tribune-Democrat is an equal opportunity employer. Applicants are considered for employment without regard to race, color, religion, sex, age, disability, national origin, or any other legally-protected status, unless such status constitutes a *bona fide* occupational qualification. **The Tribune-Democrat** will comply with its legal obligation to provide reasonable accommodation to qualified individuals with disabilities and for religious beliefs.

Date of Application _____

PLEASE PRINT OR TYPE

Name _____
LAST FIRST MIDDLE

Address _____
NUMBER STREET CITY STATE ZIP CODE

Telephone (1) () _____ (2) () _____

If you have resided at your present address fewer than three years, list your prior address:

Address _____
NUMBER STREET CITY STATE ZIP CODE

Position(s) Desired _____ Desired Salary Range _____

Are you available to work Full-Time Part-Time Temporary Summer
 On-Call Overtime Any Shift

What date will you be available for work? _____

Are you on a layoff and subject to recall at another employer? Yes No

Have you previously filed an application at **The Tribune-Democrat**? Yes No

If yes, give date(s): _____

Have you previously been employed by **The Tribune-Democrat**? Yes No

If yes, give date(s): _____

Do you have any relatives or friends employed here? Yes No If yes, please list by name and relationship.

Have you ever worked for a newspaper before? Yes No If yes, which one(s)? _____

Are you legally authorized to work in the United States? Yes No

Will you now or in the future require sponsorship for employment visa status (e.g., H-1B visa status)? Yes No

Are you 18 years or older? Yes No

EMPLOYMENT RECORD

Starting with your present or most recent employer, list in consecutive order all your employment experience, including part-time or temporary employment. Do not omit any experience. **RESUMES MAY BE SUBMITTED BUT WILL NOT BE ACCEPTED IN PLACE OF THE INFORMATION REQUESTED BELOW.**

| | | |
|--|--------------------|--|
| Employer | Employment Dates | Kind of Work Performed: Reason for Leaving: <input type="checkbox"/> Discharged <input type="checkbox"/> Voluntary Resignation <input type="checkbox"/> Involuntary Resignation |
| Address | From: | |
| | To: | |
| Telephone () | Salary/Hourly Rate | |
| Job Title | Starting: | |
| Immediate Supervisor's Name and Title: | Final: | |
| Employer | Employment Dates | Kind of Work Performed: Reason for Leaving: <input type="checkbox"/> Discharged <input type="checkbox"/> Voluntary Resignation <input type="checkbox"/> Involuntary Resignation |
| Address | From: | |
| | To: | |
| Telephone () | Salary/Hourly Rate | |
| Job Title | Starting: | |
| Immediate Supervisor's Name and Title: | Final: | |
| Employer | Employment Dates | Kind of Work Performed: Reason for Leaving: <input type="checkbox"/> Discharged <input type="checkbox"/> Voluntary Resignation <input type="checkbox"/> Involuntary Resignation |
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| Address | From: | |
| | To: | |
| Telephone () | Salary/Hourly Rate | |
| Job Title | Starting: | |
| Immediate Supervisor's Name and Title: | Final: | |

If you need additional space, please continue on a separate sheet of paper

May we contact the employers listed above? Yes No If no, indicate which one(s) you do NOT wish us to contact and provide the reason why you prefer that we do not contact the employer(s). _____

Have you ever been permitted to resign rather than be discharged or asked to resign from any position?

Yes No If yes, please state the employer and the reason for the resignation. _____

EDUCATION

| Type of School | Name of School City and State | Number of Years Completed | Graduate? | | Course Pursued/ Degrees Granted |
|---|----------------------------------|---------------------------------|-----------|----|------------------------------------|
| | | | Yes | No | |
| High School/GED | | | | | |
| College/University | | | | | |
| | | | | | |
| Graduate Studies | | | | | |
| Business, Trade, Technical, or On-line School | | | | | |

SPECIAL SKILLS

Describe why you are interested in working for **The Tribune-Democrat**. List those skills and abilities acquired from education, employment, military service, or volunteer work that you feel particularly qualify you for a position with **The Tribune-Democrat**. If you need more space, please continue on a separate sheet.

How did you learn of this employment opportunity? Friend Relative Website Other _____

PERSONAL REFERENCES

List two references who are **not** related to you and are **not** previous employers.

| Name | Address | Telephone No. | Occupation | Years Known |
|------|---------|---------------|------------|-------------|
| | | | | |
| | | | | |

APPLICANT'S STATEMENT

(Please indicate that you have read and understand each paragraph of the Applicant's Statement by placing your initials beside each paragraph.)

Initials

1. _____ I completed this application and confirm all information in it is TRUE and COMPLETE to the best of my knowledge. I understand that false, misleading, or omitted information may result in the rejection of my application, the revocation of an offer of employment, or discharge.

2. _____ I authorize investigation of all statements in this application to arrive at an employment decision. I understand that an investigation may be made and information may be obtained through interviews with personal references and past employers, a credit check, a criminal history check and/or a driver's record check. This inquiry may include information as to among other things, my character, general reputation and personal characteristics, as well as information about my work performance and workplace conduct. I consent to this investigation and to the consideration of any statements of references, former employers, or others that are given in response to the inquiry.

3. _____ I understand that if I am offered a job as a condition of beginning my employment, I may be required to undergo a physical examination and drug screen.

4. _____ I understand that all individuals hired must produce certain documentation to verify their identity and United States citizen status or, if aliens, their legal authorization to work in the United States. I understand that an offer of employment is contingent upon my producing the required documentation within the legal time period.

5. _____ I understand that this application is not, and is not intended to be, a contract of employment and that any resulting employment is not for a fixed period of time and is terminable at any time and for any reason by me or by **The Tribune-Democrat**. I further understand that statements that may be contained in policies, practices, handbooks or other material do not create a guarantee of employment and that **The Tribune-Democrat** has the right to modify, amend, or terminate policies, practices, benefits plans, or other programs within the limits and requirements imposed by law. I understand that no **The Tribune-Democrat** representative, other than the CEO of CNHI in Montgomery, Alabama, has the authority to enter into: any agreement for any specific period of time or to make any different agreement and that such agreement must be in writing and signed by both parties (or their representatives) to be binding.

6. _____ If employed, I will sign an agreement relating to confidentiality and non-competition if required.

7. _____ I confirm that I am not bound by any employment contract or non-competition agreement that would be breached by any employment that **The Tribune-Democrat** offered to me, nor am I in possession of nor will I at any time reveal to **The Tribune-Democrat**, under any circumstances, any proprietary or confidential information that is the subject of any contract, non-disclosure agreement or prior work relationship.

Applicant's Signature

Date: _____

Applicant's Printed Name

EMPLOYMENT APPLICATION CRIMINAL HISTORY ADDENDUM

A conviction, plea, or pending charges will not necessarily disqualify you from consideration for employment. The effect of a conviction, plea, or pending charges will be assessed with respect to time, circumstances, seriousness of the offense, and job responsibilities and duties. However, your failure to disclose a conviction, plea, or pending charge (except convictions, pleas, or pending charges protected from disclosure by state or local law) will disqualify you from consideration for employment or will result in termination of employment if subsequently discovered.

1. Do you have any pending charges for a felony or misdemeanor? **Yes** **No**

2. If yes, state the nature of the pending charges, the date, the court and jurisdiction in which they are pending, and the cause (or other identifying) number, and fully explain

3. Have you been convicted of or pled guilty or no contest to a felony or misdemeanor other than a minor traffic-related infraction? Do not answer "yes" if your conviction record has been annulled, expunged, sealed, pardoned, erased, restricted, eradicated, or impounded or is otherwise protected from disclosure by law.
 Yes **No**

4. If yes, state the nature of the conviction or plea, the date, the court and the jurisdiction, the cause (or other identifying) number, and fully explain

**FOR GEORGIA, ILLINOIS, INDIANA, KENTUCKY,
MARYLAND, NEW HAMPSHIRE, OHIO, OKLAHOMA,
PENNSYLVANIA, TEXAS, AND WEST VIRGINIA**