



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: _____

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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: _____

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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