

# EMPLOYMENT APPLICATION



**HALIFAX MEDIA, LLC IS AN EQUAL OPPORTUNITY EMPLOYER.** Discrimination because of race, color, religion, national origin, age, sex, or disability or any other unlawful factor is strictly prohibited. Persons who believe they have been discriminated against may bring the matter directly to the attention of the manager of this location.

## PERSONAL DATA (Please Print Clearly)

Name: \_\_\_\_\_ Social Security No. \_\_\_\_\_ Date: \_\_\_\_\_

Other names previously used: \_\_\_\_\_

Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone No. \_\_\_\_\_

Position applying for: \_\_\_\_\_

Are you authorized to work in the United States? \_\_\_\_ Yes or \_\_\_\_ No. NOTE: Proof of U.S. citizenship or immigration status and employment eligibility are required upon employment.

Are you under 18? \_\_\_\_ Yes or \_\_\_\_ No. If yes, give age: \_\_\_\_\_.

If you are required to drive for the position you are seeking, do you have a valid driver's license in good standing? \_\_\_\_ Yes or \_\_\_\_ No.

When responding to the following questions regarding criminal conviction information, you need not disclose the existence of criminal convictions if the records thereof officially have been sealed, expunged, erased, or annulled, or if the convictions officially have been pardoned:

Have you ever been convicted of a felony? Include all pleas of "guilty" or "no contest." \_\_\_\_ Yes or \_\_\_\_ No. If yes, please describe:

\_\_\_\_\_

Have you ever been convicted of a misdemeanor other than a minor traffic violation? \_\_\_\_ Yes or \_\_\_\_ No. Include all pleas of "guilty" or "no contest." If yes, please describe:

\_\_\_\_\_

NOTE: A "Yes" answer to these questions will not automatically bar you from employment. The nature, job-relatedness, severity and date of the offense in relation to the position for which you are applying are considered.

### Education and Training

High School		Circle Highest Grade Completed:				Did you graduate?	Do you have a GED?
City/State		9	10	11	12		
College(s) or other schools attended	City/State	Dates of Attendance				Diploma/Degree Received	Course of Study

### Employment History (Beginning with the most recent, list the last four jobs you held (up to the last ten years) including present employer and attach resume if available.)

Started		Left		Employer	Supervisor	Address (Street, City, State, Zip Code)	Employer Phone No.	Position Title/ Type of Work	Ending Salary	Reason for Leaving
Mo.	Yr.	Mo.	Yr.							

Have you ever been terminated "for cause" (e.g., violation of company policy), terminated during a probationary period, asked to resign or formally disciplined by any current or former employer?  
 \_\_\_\_ Yes or \_\_\_\_ No. If yes, please describe: \_\_\_\_\_.

Are you subject to or have you signed a restrictive covenant, a non-competition agreement, a non-solicitation agreement, or a confidentiality statement with any current or former employer that is still in effect?  
 \_\_\_\_ Yes or \_\_\_\_ No. If yes, please describe: \_\_\_\_\_.

Have you ever served in the Armed Forces of the United States? \_\_\_\_ Yes or \_\_\_\_ No.

<input type="checkbox"/> Army <input type="checkbox"/> Navy <input type="checkbox"/> Air Force <input type="checkbox"/> Marines <input type="checkbox"/> Coast Guard	Type of Work	Special Training
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**References:** list three business/work references who are not related to you and are NOT previous supervisors listed above.

1. \_\_\_\_\_  
Name Relationship Years acquainted  
\_\_\_\_\_  
Address Phone

2. \_\_\_\_\_  
Name Relationship Years acquainted  
\_\_\_\_\_  
Address Phone

3. \_\_\_\_\_  
Name Relationship Years acquainted  
\_\_\_\_\_  
Address Phone

### **APPLICANT STATEMENT**

I certify that the answers given herein are true and complete to the best of my knowledge. I realize that any misrepresentation in the information submitted or any withholding of relevant information called for in this form may result in my immediate dismissal.

I authorize Halifax Media, LLC to investigate my background, references, employment records and other matters related to my suitability for employment. I authorize all persons, schools, and my current (if applicable) and previous employers contacted by Halifax Media, LLC to provide any relevant information regarding my current and/or previous employment and schooling, and I release all persons, schools, and employers of any and all claims for providing such information.

I understand and hereby acknowledge that any employment relationship with Halifax Media, LLC is "at will," which means that if I am hired, my employment with Halifax Media, LLC is not for a fixed period of time, that I may resign at any time and that Halifax Media, LLC may terminate my employment and compensation at any time, with or without cause. I further agree that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of Halifax Media, LLC.

**By signing this application, I acknowledge that I have read the above prior to signing this application and I agree to all provisions outlined.**

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_