



BONTEN MEDIA

Employment Application

Bonten Media is an equal opportunity employer. In compliance with federal, state, and local equal employment laws, qualified applicants are considered for all positions with Bonten Media without regard to race, religion, color, sex, age, national origin, sexual orientation, physical or mental disability, marital or veteran status.

PERSONAL INFORMATION		
Last Name:	First Name:	M.I.:
Street Address:	Apt / Box No.:	
City:	State:	Zip Code:
Day Phone No.:	Evening Phone No.:	

POSITION		
Position(s) Applied For:	Wage / Salary Desired:	
Desired Hours:	Desired Days:	
<input type="checkbox"/> Full Time (30 hours) <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary/Seasonal		
If you are applying for a position which requires driving on company business, do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No Driver's License No.: _____ State Issued: _____		
Do you have the ability to perform the specific job functions of the position for which you are applying? _____yes _____no If Yes, are you able to perform these tasks with or without an accommodation _____with _____without		
Have you applied for employment with us previously? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, when? _____		

REFERRAL SOURCE	
<input type="checkbox"/> Newspaper <i>Name of newspaper:</i> _____	<input type="checkbox"/> Radio / TV <i>Name of station:</i> _____
<input type="checkbox"/> Employee <i>Name / Relationship:</i> _____	<input type="checkbox"/> Relative / Friend <i>Name / Relationship:</i> _____
<input type="checkbox"/> Employment or Other Agency <i>Name of agency:</i> _____	<input type="checkbox"/> Web Site <i>Web Site location:</i> _____
<input type="checkbox"/> School <i>Name of school:</i> _____	<input type="checkbox"/> Other <i>Specify:</i> _____

EMPLOYMENT INFORMATION		
Have you worked for Bonten Media in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, give last date worked:	Position:	
Supervisor's name:	Reason for leaving:	
Are you eligible to work in the United States? (<i>proof required upon employment</i>) <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, can you furnish a work permit? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you been convicted of a crime (misdemeanor or felony) other than a minor traffic violation? (<i>A conviction includes a plea, verdict, or finding of guilt regardless of whether sentence is imposed by the court.</i>) <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please explain: Where: _____ Charge: _____		When: _____ Sentence: _____

EDUCATION			
Type of School	Name and Address of School	Graduated Yes / No	Major Courses or Degree Received
High School			
College or University			
Other Education			

EMPLOYMENT EXPERIENCE <i>(please list your most recent job first)</i>	
1. Employer:	Telephone:
Address:	City / State
Job Title:	Supervisor:
Dates worked: _____ to _____	Salary:
Duties / Responsibilities:	
Reason for leaving:	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

1. Employer:	Telephone:
Address:	City / State
Job Title:	Supervisor:
Dates worked: _____ to _____	Salary:
Duties / Responsibilities:	
Reason for leaving:	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

1. Employer:	Telephone:
Address:	City / State
Job Title:	Supervisor:
Dates worked: _____ to _____	Salary:
Duties / Responsibilities:	
Reason for leaving:	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

SPECIAL QUALIFICATIONS	
Type (WPM):	Software Proficiency:
Other (including computer languages):	
List professional certificates or licenses you currently hold, or have held in the past:	
What foreign languages do you fluently speak:	write: _____ read: _____

STATEMENT OF UNDERSTANDING <i>(Read carefully before signing)</i>
<p>I certify that all information provided in the employment application is true and complete. I understand that any false information, misrepresentation, or omission in this application or during the interview process may disqualify me from further consideration for employment and may result in my dismissal if discovered at any later date.</p> <p>I authorize Bonten Media to make a thorough investigation into my past employment, education, criminal background, driving history, and any other job related activities. I release from liability all persons, companies, corporations, educational institutions, law enforcement agencies, and federal, state and local governments supplying such information; and indemnify Bonten Media against any liability which might result from making such an investigation.</p> <p>I understand that this is not a contract of employment. I also understand that if hired, regardless of any oral representations to the contrary, the employment relationship between myself and the company is at-will, and that I or Bonten Media can terminate this employment relationship at any time, with or without notice, for any or no reason, without recourse by either of us. Any changes in this employment relationship must be made in writing.</p>
<p>APPLICANT'S SIGNATURE _____ DATE _____</p>