

# APPLICATION FOR EMPLOYMENT

PRE-EMPLOYMENT QUESTIONNAIRE (AN EQUAL OPPORTUNITY EMPLOYER)

It is the responsibility of the job applicant to finish this application in full. If that is not done, the applicant will not be considered for employment, nor will the applicant be contacted to return and complete the missing parts. Take by any MSN office or fax to 706-387-5422.

## PERSONAL INFORMATION

NAME			SOCIAL SECURITY NUMBER:		
LAST	FIRST	MIDDLE			
PRESENT ADDRESS					
STREET		CITY		STATE	ZIP
PERMANENT ADDRESS					
STREET		CITY		STATE	ZIP
HOME PHONE NO. _____			CELL PHONE NO. _____		

LAST

FIRST

MIDDLE

## SPECIAL QUESTIONS

DO NOT ANSWER ANY OF THE QUESTIONS IN THIS FRAMED AREA UNLESS THE EMPLOYER HAS CHECKED A BOX PRECEDING A QUESTION, THEREBY INDICATING THAT THE INFORMATION IS REQUIRED FOR A BONA FIDE OCCUPATIONAL QUALIFICATION, OR DICTATED BY NATIONAL SECURITY LAWS, OR IS NEEDED FOR OTHER LEGALLY PERMISSIBLE REASONS.

- Height \_\_\_\_\_ feet \_\_\_\_\_ inches
- Weight \_\_\_\_\_ lbs.
- Citizen of U.S. \_\_\_\_\_ YES \_\_\_\_\_ NO
- Date of Birth\* \_\_\_\_\_
- What Foreign Languages do you speak fluently? \_\_\_\_\_ Read \_\_\_\_\_ Write \_\_\_\_\_

\* The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 70 years of age.

## EMPLOYMENT DESIRED

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED NOW?		
IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?		
EVER APPLIED TO THIS COMPANY BEFORE?	WHERE?	WHEN?

EDUCATION	NAME AND LOCATION OF SCHOOL	NO. OF YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

## GENERAL

TYPING SPEED? \_\_\_\_\_ COMPUTER (A) EDUCATION AND (B) EXPERIENCE \_\_\_\_\_

DO YOU PREFER FULL- OR PART-TIME? \_\_\_\_\_

(USE SEPARATE SHEET IF NECESSARY)

**FORMER EMPLOYERS** (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST).

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

**REFERENCES:** GIVE THE NAMES OF FOUR PERSONS NOT RELATED TO YOU AND, PREFERABLY SOMEONE OTHER THAN A PERSONAL FRIEND, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	ADDRESS AND TELEPHONE NUMBER	BUSINESS	YEARS ACQUAINTED

**PHYSICAL RECORD:**

DO YOU HAVE ANY PHYSICAL LIMITATIONS THAT PRECLUDE YOU FROM PERFORMING ANY WORK FOR WHICH YOU ARE BEING CONSIDERED?  YES  NO

PLEASE DESCRIBE:

IN CASE OF  
EMERGENCY NOTIFY

NAME

ADDRESS

PHONE NO.

"I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR NOT BEING HIRED OR DISMISSAL.

"I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES LISTED ABOVE TO GIVE ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE, AND RELEASE ALL PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING SAME TO YOU.

"I AUTHORIZE MAINSTREET NEWSPAPERS, INC. TO CONDUCT FULL FINANCIAL, CREDIT AND BACKGROUND CHECKS ON ME, INCLUDING ANY CIVIL, TRAFFIC AND CRIMINAL RECORDS IF THEY EXIST.

"I UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT PRIOR NOTICE."

DATE

SIGNATURE

*This form has been designed to strictly comply with state and federal fair employment practice laws prohibiting discrimination.*

# MainStreet Newspapers, Inc. Background Check Release

1. Have you ever been convicted of a crime (excluding minor traffic violations)?  
Yes \_\_\_\_\_ No \_\_\_\_\_
2. Are you currently charged with a crime (excluding minor traffic violations)?  
Yes \_\_\_\_\_ No \_\_\_\_\_
3. Have you ever been convicted of threatening or committing an act of violence, harassment or discrimination?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered yes to ANY of the above questions, please explain in detail ON THE BACK OF THIS SHEET in the spaces provided (if a criminal offense, provide type offense, whether it is a felony or misdemeanor, date of conviction, sentence or penalty received, city, county and state where convicted). *Conviction of a crime will not necessarily disqualify you from consideration for employment and will be considered only as it relates to the job in question.*

If the job you are seeking will involve driving, please answer these questions:

- A. Have you had any moving violations/tickets within the last 12 months?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- B. Have you ever been convicted of driving under the influence of drugs or alcohol?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered yes to either or both questions, please explain in detail on the back of this sheet in the spaces provided, telling whether crime was a felony or misdemeanor, date of conviction, sentence or penalty received, city, county and state where convicted.

Driver's License # \_\_\_\_\_ State of Issuance \_\_\_\_\_  
Date of Birth \_\_\_\_\_

*I understand the information I am providing about date of birth will not be used to determine eligibility for employment, but will be used solely for the purpose of obtaining background record information.*

**AGREEMENT** Please read, sign and date below:

**Nature of My Employment.** If I work for MainStreet Newspapers, Inc., I agree that I will be an at-will employee, which means that either I or MainStreet Newspapers may end my employment at any time, with or without cause or notice. I agree that no written materials or verbal agreements by MainStreet Newspapers will constitute an express or implied contract of employment and that this at-will relationship could only be modified in writing identifying me by name and signed by the chief executive officer of MainStreet Newspapers.

**Participation in MainStreet Newspapers' Drug Free Environment:** I am not a current user of illegal "street" or prescription drugs and I agree I will not work under the influence of drugs or alcohol.

The information I have given on all pages of this application is true and complete. I agree to promptly notify, a MainStreet Newspapers, Inc. corporate officer if I am later charged with or convicted of a felony, misdemeanor or (if I am driving) a driving offense. I agree that any false information or omission allows MainStreet Newspapers to refuse to hire me, or to terminate my employment. I agree that a photocopy or imaged copy of this signed agreement will be as valid and enforceable as the original.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

(continued)

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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2. \_\_\_\_\_  
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3. \_\_\_\_\_  
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A. \_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

B. \_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT'S SIGNATURE** \_\_\_\_\_ **Date** \_\_\_\_\_