VER. 2005

Application for Employment

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Big Green Umbrella Media, Inc. 414 61st Street Des Moines, IA 50312 515-953-4822

Please Print

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department. Date of application / / Position(s) applied for ☐ Advertisement ☐ Employee Referral Source ☐ Relative ☐ Government Employment Agency ☐ Other ____ ☐ Walk-in ☐ Private Employment Agency Name of source (if applicable) Name ____ Middle Address _____ Social Security # _____ Street Mobile/Beeper/Other Phone # (_____) E-mail Address _____ Telephone # (_____) If necessary, best time to call you at home is _____ May we contact you at work? ☐ Yes ☐ No If yes, work number and best time to call _____ () If you are under 18 and it is required, can you furnish a work permit? If no, please explain _____ Have you submitted an application here before? ☐ Yes ☐ No If yes, give date(s) and position(s) Have you ever been employed here before? ☐ Yes ☐ No If yes, give dates ______ From ___/ / To __/ ___ Are you legally eligible for employment in this country? ☐Yes ☐ No Date available for work _____ \$ ____ \$ □Full-Time □Part-Time Type of employment desired ☐ Temporary ☐ Seasonal ☐Educational Co-Op Will you relocate if job requires it? _____ □ Yes □ No Will you travel if job requires it? _____ ☐ Yes ☐ No Are you able to meet the attendance requirements of the position? ☐ Yes ☐ No Will you work overtime if required? \square Yes \square No If no, please explain _____ ☐ Yes ☐ No Have you ever been bonded? $\square_{\text{Yes}} \square_{\text{No}}$ Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? If yes, please provide date(s) and details _____ ANSWERING "YES" TO THESE QUESTIONS DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT. FACTORS SUCH AS DATE OF THE OFFENSE, SERIOUSNESS AND NATURE OF THE VIOLATION, REHABILITATION AND POSITION APPLIED FOR WILL BE TAKEN INTO ACCOUNT.

Driver's license number if driving is an essential job function

Starting with your most recent employer, assignments or volunteer activities, provide the following information. Telephone # Month Month Year Dates Employed to Street Address City State Compensation (Starting) Starting Job Title / Final Job Title ☐ Hourly ☐ Salary \$ Per Immediate Supervisor and Title Commission/Bonus \$ Reason for Leaving Compensation (Final) ☐ Yes Later ☐ Hourly ☐ Salary \$ Per ☐ No May we contact for reference? Commission/Bonus \$ Telephone # Employer Month Month Year Year Dates Employed to City Street Address State Compensation (Starting) Starting Job Title / Final Job Title ☐ Hourly ☐ Salary Per Immediate Supervisor and Title Commission/Bonus \$ Reason for Leaving Compensation (Final) ☐ Hourly ☐ Salary Per Yes ☐ No Later May we contact for reference? Commission/Bonus \$ Employer Telephone # Month Dates Employed to Street Address City State Compensation (Starting) Starting Job Title / Final Job Title ☐ Hourly \$ Per ☐ Salary Immediate Supervisor and Title Commission/Bonus \$ Reason for Leaving Compensation (Final) ☐ Hourly ☐ Salary \$ Per ☐ Yes Later ☐ No May we contact for reference? Commission/Bonus \$ Telephone # Employer Month Year Year Dates Employed to Street Address City State Compensation (Starting) Starting Job Title / Final Job Title Per ☐ Hourly ☐ Salary Immediate Supervisor and Title Commission/Bonus \$ Reason for Leaving Compensation (Final) ☐ Hourly ☐ Salary Per ☐ Yes ☐ No ☐ Later May we contact for reference? Commission/Bonus \$ **Skills and Qualifications** ☐ Word □ Excell ☐ MS Office ☐ Power Point □Internet Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

Employment History

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References		•			-		•
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Applicant Statement

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.							
I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.							
Signature of Applicant	Date/						