

KILLEEN DAILY HERALD EMPLOYMENT APPLICATION

Date _____

Name _____ Social Security No. _____
Last First Middle

Present address _____ Telephone No. _____
No Street City State Zip)

Position applied for _____ Rate of pay requested \$ _____ per week

Were you previously employed by us? _____ If yes, when? _____

On what date would you be available for work? _____ 20 _____

List any friend or relatives working for us _____

Are you 18 years of age or older? Yes No

EDUCATION						
(circle last year completed)					Average Grade	Major Course
Elementary School	5	6	7	8	_____	_____
High School	1	2	3	4	_____	_____
College	1	2	3	4	_____	_____
Other _____						
What plans do you have for improving your education? _____						

Do you use a typewriter? _____ Speed _____ Shorthand _____ System _____ Speed _____/wpm
(If applicable)

Do you use a computer? _____ What type system? _____
(If applicable)

List other office and plant machines you use _____

Will you work overtime if asked? Yes No

Are you available to work on Saturdays and Sundays? _____

List any special considerations which would affect the hours you could work: _____

Have you been convicted of a felony or a crime involving violence or the theft of property? Yes No

If Yes, please explain _____

(Such a conviction is not an automatic bar to employment. Any information supplied regarding the circumstances, rehabilitation and age at the time will be considered. You may attach additional information which you want considered.)

(Applications are kept active for 90 days)

LIST BELOW ALL PRESENT AND PAST EMPLOYMENT, BEGINNING WITH YOUR MOST RECENT
(Attach additional sheets if necessary)

1.	Name and Address of Company and Type of Business	From		To		Describe in detail the work you did	Reason for Leaving	Name of Supervisor
		Mo.	Yr.	Mo.	Yr.			
		Starting Weekly Salary \$ _____						
		Ending Weekly Salary \$ _____						
2.	Name and Address of Company and Type of Business	From		To		Describe in detail the work you did	Reason for Leaving	Name of Supervisor
		Mo.	Yr.	Mo.	Yr.			
		Starting Weekly Salary \$ _____						
		Ending Weekly Salary \$ _____						
3.	Name and Address of Company and Type of Business	From		To		Describe in detail the work you did	Reason for Leaving	Name of Supervisor
		Mo.	Yr.	Mo.	Yr.			
		Starting Weekly Salary \$ _____						
		Ending Weekly Salary \$ _____						
4.	Name and Address of Company and Type of Business	From		To		Describe in detail the work you did	Reason for Leaving	Name of Supervisor
		Mo.	Yr.	Mo.	Yr.			
		Starting Weekly Salary \$ _____						
		Ending Weekly Salary \$ _____						
5.	Name and Address of Company and Type of Business	From		To		Describe in detail the work you did	Reason for Leaving	Name of Supervisor
		Mo.	Yr.	Mo.	Yr.			
		Starting Weekly Salary \$ _____						
		Ending Weekly Salary \$ _____						
6.	Name and Address of Company and Type of Business	From		To		Describe in detail the work you did	Reason for Leaving	Name of Supervisor
		Mo.	Yr.	Mo.	Yr.			
		Starting Weekly Salary \$ _____						
		Ending Weekly Salary \$ _____						

May we contact the employers listed above? _____

If not, indicate by No. which one(s) you do not wish us to contact _____

MILITARY SERVICE

Have you served in the US Armed Forces? _____

Branch of Service _____ Rank or Rating at discharge _____

Duties and special training _____

LIST BELOW THREE REFERENCES (NOT FORMER SUPERVISORS OR RELATIVES) GIVING ADDRESS, TELEPHONE NUMBER, AND BUSINESS.

1. _____

2. _____

3. _____

ADDITIONAL INFORMATION

Use the space below if you wish to volunteer additional information you feel may be helpful to us in considering your application.

NOTE: Please carefully read the statements below. After you have read the statements, please sign and date in the space provided.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

All employees and job applicants are guaranteed equality of employment opportunity. Essentially, this means that the KILLEEN DAILY HERALD will not illegally discriminate against any worker or applicant on the basis of race, color, religion, sex, age, national origin, disability, or veteran status. All recruitment, selection, placement, training and layoff decisions made by the company’s supervisors or managers will be without such illegal discrimination. Further, the company will comply with the Americans With Disabilities Act and reasonably accommodate disabled applicants and employees who make their need for accommodation known.

All personnel policies and practices of the organization, including compensation, benefits, discipline, and safety and health programs, as well as social and recreational activities, will be administered and conducted without regard to any individual’s race, color, religion, sex, age, national origin, disability, or veteran status. The KILLEEN DAILY HERALD will take all necessary steps to ensure that each employee’s work environment is free of unlawful discrimination or harassment based on race, color, religion, sex, age, national origin, disability, or veteran status and that all applicable federal, state and local laws regarding employment are complied with.

Any applicant or employee who feels he/she is being discriminated against or who feels he/she is not being reasonably accommodated in the application process or in the performance of the essential functions of his/her job should report this to the General Manager.

AMERICANS WITH DISABILITIES ACT STATEMENT

The KILLEEN DAILY HERALD is an equal opportunity employer and does not discriminate against individuals with disabilities in the application process or in any phase of employment including but not limited to hiring, termination, promotion, benefits or wages. The KILLEEN DAILY HERALD will reasonably accommodate each applicant with a disability in the application process and each employee with a disability in connection with the performance of the essential functions of his/her job.

However, the KILLEEN DAILY HERALD can only reasonably accommodate such individuals when his/her disability is known to the company. Therefore, any individual requiring accommodation must notify the KILLEEN DAILY HERALD of the disability and of the type of accommodation needed. Any applicant or employee who feels he/she is being discriminated against or that he/she is not being reasonably accommodated should report this to the General Manager.

I certify that the facts contained in this application and in any resume or other material provided to the Company and in any oral statements by me or true and complete to the best of my knowledge. I understand that, if employed, omissions, incomplete statements, or false statements on this application or other materials supplied to the Company or in oral statements by me in the hiring process shall be grounds for dismissal.

I authorize investigation of all statements contained herein and authorize the employers and references listed on page 2 of this application to give you 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 any investigation of my personal history, financial and credit record through any investigative or credit agencies or bureaus.

I authorize the Company to run a check on my driving record.

I hereby represent that I genuinely desire employment with the Killeen Daily Herald and that I am submitting this application solely for such purpose. I understand that the Killeen Daily Herald is relying on this representation in accepting and processing my application.

I UNDERSTAND AND AGREE THAT, IF HIRED:

1. MY EMPLOYMENT IS FOR NO DEFINITE PERIOD BUT MAY BE TERMINATED BY THE COMPANY AT ANY TIME WITHOUT ANY PRIOR NOTICE AND WITHOUT CAUSE.
2. NO OFFICER OR EMPLOYEE OF THE COMPANY CAN GUARANTEE ME EMPLOYMENT FOR ANY PERIOD OF TIME OR ANY SPECIFIC SALARY BENEFITS EXCEPT BY A WRITTEN EMPLOYMENT AGREEMENT BETWEEN ME AND THE COMPANY SIGNED BY THE PRESIDENT OF THE COMPANY.
3. I WILL COMPLY WITH ALL RULES AND REGULATIONS OF THE COMPANY. I UNDERSTAND THE COMPANY'S RULES, REGULATIONS AND POLICIES ARE NOT A CONTRACT AND MAY BE CHANGED OR WAIVED BY THE COMPANY AT ANY TIME.

DATE

SIGNATURE OF APPLICANT

PRINT NAME