

SARKES TARZIAN, INC.**Application for Employment**

It is the policy of Sarkes Tarzian, Inc. not to discriminate unlawfully in its employment and personnel practices because of a person's race, color, religion, sex, national origin, disability or age. Discriminatory employment practices are specifically prohibited by the Federal Communication Commission. If you believe your equal employment rights have been violated, you may contact the FCC, 1919 M Street, N.W., Washington, DC 20554, or other appropriate federal, state or local agency.

Instructions: 1. Type or print in ink. 2. Answer each question fully and accurately; use additional space after page 5 if necessary.

Name (Last-First-Middle and previous name if applicable)		Email Address	Date of Application
Mailing Address (Street and Number, City, State, Zip Code)		Area Code & Phone No.	Birth Date (Answer if you are less than 21 years of age)
Position(s) sought	Date available to begin work	Have you ever worked for this Company? ___ If yes, when and where?	

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? _____

(Proof of citizenship or immigration status will be required upon employment.)

Education

School Name & Location	Dates Attended*		Years Completed	Major Areas of Study	Degree Obtained	Date of Degree*
	From	To				
High School						
College						
Military						
Other-Special Schools Education & Training						

• For reference checking purposes only.

Employment History

(List positions in chronological order starting with current or most recent position)

Company Name & Address	Employment Dates	
Employer	Hired	
Street Address	Separated	
City and State	Name and Title of Immediate Supervisor	Phone No.
Position held and description of duties:		
Reason for leaving		

Company Name & Address	Employment Dates*	
Employer	Hired	
Street Address	Separated	
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Company Name & Address	Employment Dates*	
Employer	Hired	
Street Address	Separated	
City and State	Name and Title of Immediate Supervisor	Phone No.
Position held and description of duties:		
Reason for leaving		

May we contact your present employer? ☐ Yes ☐ No If no, why? _____

US Military History

Present Selective Service Classification	Date Entered*	Date Discharged	Initial Rank	Final Rank
Briefly describe your military duties.				

THE FOLLOWING PERTAINS TO ALL APPLICANTS. (Use additional space after page 5 if necessary.)

Note: Supply the following information if it is not in your resume. If the job you are seeking requires that you operate cameras, machines, computers, typewriters, etc., please indicate the specific ones you are skilled at operating, as well as software familiarity.

List any additional skills, qualifications or experiences which might support your application.	List hobbies and special interests.
	Are there certain days of the week or hours in a day when you are not available to work? Explain**

' For reference checking purposes only.

" All reasonable steps will be taken to accommodate religious preferences.

Is there any reason that you cannot perform the essential functions of the job for which you are applying?	Is there any reason that performing the functions of the job would create a hazard to you or to others?
Have you ever pled guilty to or been convicted of any crime? Omit minor traffic violations unless you are applying for a job which requires the operation of a motor vehicle.) If yes, state the crime(s), date(s), location(s), court(s), and sentence(s). *	
Have you ever been discharged or requested to resign from a position? If yes, give the circumstances.	If presently employed, why do you desire a job change?

I learned of this opening through: (check all that apply and list specific source if asked)

- ☐ Station web site job openings list
☐ Other website; list here: _____
☐ Current Station employee who told me about the opening. Name of employee: _____
☐ Walking into the station and asking what jobs were open.
☐ Advertisement in printed publication-list here _____
☐ Advertisement in online publication-list here _____
☐ Recruitment efforts at an educational institution – list here: _____
☐ Referral by employment agency - list here: _____
☐ Other. Please specify- list here: _____

Personal References (not former employers or relatives)

Name	Occupation	Street Address, City, State, Zip	Telephone No.

* Guilty pleas, convictions or pending criminal charge(s) are not automatic bars to employment. Neither are pending civil actions. All circumstances will be considered.

Please Read Carefully

I hereby certify that the information given on this application is true and complete, and I understand and agree that false statements, misrepresentations or omissions of requested facts is sufficient cause for denial of or dismissal from employment.

I authorize Sarkes Tarzian to contact my prior employers (and my present employer if so indicated on Page 3, above) and personal references as listed above for the purpose of verification. I further authorize Sarkes Tarzian to investigate my background, including, but not limited to, my criminal history, any civil lawsuits in which I am a party and my driving record. I release Sarkes Tarzian from any and all liability for such investigation and for the use of any such information. I authorize the use of any information in this application, resume or other submissions to verify my statements, and I authorize my past employers, all references, and any other persons to answer all questions asked concerning my ability, character, reputation and previous employment record. I release all such persons from any liability or damages on account of having furnished such information.

I hereby certify that no promises regarding employment have been made to me. I understand and agree that if I am employed by Sarkes Tarzian, Inc. the employment relationship will be terminable at will at any time with or without cause by either party, notwithstanding any other oral or written statements by the Company prior to, at, or following the date of employment, unless set out in writing, dated, and executed by both parties. I further understand that, if I am employed, policies and rules which are issued are not conditions of employment and that the Company may revise such policies and procedures, in whole or part, at any time.

I understand also that this application will be considered active for a period of six (6) months only.

Signature of applicant _____

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired.

LIST A

Documents that Establish Both
Identity and Employment
Authorization

LIST B

Documents that Establish
Identity

LIST C

Documents that Establish
Employment Authorization

OR	AND
<div>I. U.S. Passport or U.S. Passport Card</div> <div>2. Permanent Resident Card or Alien Registration Receipt Card (Form 1-551)</div>	<div>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</div> <div>1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States</div>
<div>3. Foreign passport that contains a temporary 1-551 stamp or temporary 1-551 printed notation on a machine-readable immigrant visa</div>	<div>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</div> <div>Certification of Birth A broad issued by the Department of State (Form FS-545)</div>
<div>4. Employment Authorization Document that contains a photograph (Form 1-766)</div>	<div>3. School ID card with a photograph</div> <div>3. Certification of Report of Birth issued by the Department of State (Form DS-1350)</div>
<div>5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form 1-94 or Form 1-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form</div>	<div>4. Voter's registration card</div> <div>4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</div>
	<div>5. U.S. Military card or draft record</div> <div>5. Native American tribal document</div>
	<div>6. Military dependent's LD card</div> <div>6. U.S. Citizen ID Card (Form 1-197)</div>
	<div>7. U.S. Coast Guard Merchant Mariner Card</div> <div>7. Identification Card for Use of Resident Citizen in the United States (Form J-179)</div>
	<div>8. Native American tribal document</div> <div>8. Employment authorization document issued by the Department of Homeland Security</div>
<div>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form 1-94 or Form 1-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMJ</div>	<div>9. Driver's license issued by a Canadian government authority</div> <div>For persons under age 18 who are unable to present a document listed above:</div> <div>10. School record or report card</div> <div>11. Clinic, doctor, or hospital record</div> <div>12. Day-Care or nursery school record</div>

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)