

# THE POST STANDARD EMPLOYMENT APPLICATION

## INSTRUCTIONS

Please type or print carefully, and complete the entire application. Provide only the information requested. Failure to do so will result in the disqualification of your application. Leave a blank space where questions do not apply to you, but do not defer to or attach a resume or other summary as a substitute.

Date \_\_\_\_\_

## PERSONAL

Name \_\_\_\_\_ Home Email \_\_\_\_\_

Home phone \_\_\_\_\_ Business phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Address \_\_\_\_\_

How long have you lived there? \_\_\_\_\_

If less than three years, where did you live previously? \_\_\_\_\_

What job are you applying for? \_\_\_\_\_

How did you learn of this job opening?  Newspaper Ad  Syracuse.com  Other \_\_\_\_\_

Is additional information relative to change of name, use of an assumed name or nickname necessary to enable a check on your work record?  Yes  No If yes, what is that name? \_\_\_\_\_

Have you worked for The Post-Standard before?  Yes  No Your answer to this question should include any permanent, temporary and/or internship with The Post-Standard or an agency placement at The Post-Standard.

If yes, dates worked \_\_\_\_\_

If yes, briefly give type of work, department and immediate supervisor \_\_\_\_\_

Do any members of your family or other relatives work at The Post-Standard?  Yes  No

If yes, please give their name(s) and department(s) \_\_\_\_\_

Are you 18 years of age or older?  Yes  No

Are you either a U.S. citizen or legally allowed to be employed in this country?  Yes  No

Job type sought (please check appropriate box or boxes):  Full-time  Part-time  Summer

Can you perform the job for which you are applying with or without reasonable accommodation?  Yes  No  Unknown

Have you ever been convicted of a crime?  Yes  No

If yes, please give details \_\_\_\_\_

The existence of a criminal record does not constitute an automatic bar to employment and will be considered only as it relates to the job in question.

Do you have a driver's license?  Yes  No

Have you ever been convicted of driving while intoxicated, driving while under the influence of alcohol, or any other alcohol-or drug-related crime as a result of operating a motor vehicle?  Yes  No

If yes, please give details \_\_\_\_\_

If the job you have applied for requires a car, do you have one?  Yes  No

Are there hours or days of the week when you cannot work?  Yes  No

If yes, please provide a listing of days/hours when you are unavailable for work: \_\_\_\_\_

Available on holidays  Yes  No If no, please explain \_\_\_\_\_

Available to work overtime  Yes  No

When can you start work? \_\_\_\_\_

Expected weekly gross salary: Please give a specific figure or range. \$ \_\_\_\_\_

Have you ever been fired or asked to resign from any job?  Yes  No

If yes, please explain \_\_\_\_\_

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## EDUCATION

1. Business or Trade School \_\_\_\_\_ Dates \_\_\_\_\_  
Address \_\_\_\_\_ Main courses \_\_\_\_\_  
or Major \_\_\_\_\_  
Final Average \_\_\_\_\_ Grade or Level Completed \_\_\_\_\_ Did you graduate? \_\_\_\_\_

2. College \_\_\_\_\_ Dates \_\_\_\_\_  
Address \_\_\_\_\_ Main courses \_\_\_\_\_  
or Major \_\_\_\_\_  
Final Average \_\_\_\_\_ Grade or Level Completed \_\_\_\_\_ Did you graduate? \_\_\_\_\_

3. Graduate School \_\_\_\_\_ Dates \_\_\_\_\_  
Address \_\_\_\_\_ Main courses \_\_\_\_\_  
or Major \_\_\_\_\_  
Final Average \_\_\_\_\_ Grade or Level Completed \_\_\_\_\_ Did you graduate? \_\_\_\_\_

4. Other Education \_\_\_\_\_ Dates \_\_\_\_\_  
Address \_\_\_\_\_ Main courses \_\_\_\_\_  
or Major \_\_\_\_\_  
Final Average \_\_\_\_\_ Grade or Level Completed \_\_\_\_\_ Did you graduate? \_\_\_\_\_

What other formal job training or seminars have you had? \_\_\_\_\_  
\_\_\_\_\_

If you did not graduate from college, why not? \_\_\_\_\_

Do you plan to return to school?  Yes  No If yes, when? \_\_\_\_\_

What courses or training are you taking now? \_\_\_\_\_

If none, what courses or training do you plan? \_\_\_\_\_

Extracurricular college activities (Do not list information that would indicate your age, race, religion, sex, color, national origin, marital status, disability or handicap.) \_\_\_\_\_  
\_\_\_\_\_

Offices held \_\_\_\_\_

## SKILLS

Computer (list software) \_\_\_\_\_

Camera (give type of experience) \_\_\_\_\_

Other office equipment (specify type) \_\_\_\_\_

## MILITARY SERVICE

Have you served in the U.S. armed forces?  Yes  No Which branch? \_\_\_\_\_

If yes, date started and starting rank \_\_\_\_\_

Date of discharge \_\_\_\_\_ Rank at discharge \_\_\_\_\_

Briefly describe your on-the-job tasks during military service \_\_\_\_\_

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## JOB HISTORIES

### 1. Current or most recent employer

Company \_\_\_\_\_

Address \_\_\_\_\_

Dates of employment \_\_\_\_\_ Weekly salary when hired \_\_\_\_\_ Salary when left \_\_\_\_\_

Title and department \_\_\_\_\_

First job at this company \_\_\_\_\_ Current (or final) job at this company \_\_\_\_\_

Specific job tasks \_\_\_\_\_

Current (or last) immediate supervisor and phone number \_\_\_\_\_

On a 1-10 scale with 10 as the high score, how would that supervisor rate your work? \_\_\_\_\_

Did you have supervisory responsibilities?  Yes  No

If yes, number of people supervised, and their job type(s) \_\_\_\_\_

What part of this job have you found most productive or rewarding? \_\_\_\_\_

\_\_\_\_\_

Why? \_\_\_\_\_

\_\_\_\_\_

What part of this job have you found least productive or rewarding? \_\_\_\_\_

Why? \_\_\_\_\_

What were your reasons for leaving? \_\_\_\_\_

\_\_\_\_\_

May we contact this employer?  Yes  No Company phone number \_\_\_\_\_

### 2. Previous employer

Company \_\_\_\_\_

Address \_\_\_\_\_

Dates of employment \_\_\_\_\_ Weekly salary when hired \_\_\_\_\_ Salary when left \_\_\_\_\_

Title and department \_\_\_\_\_

First job at this company \_\_\_\_\_ Current (or final) job at this company \_\_\_\_\_

Specific job tasks \_\_\_\_\_

Current (or last) immediate supervisor and phone number \_\_\_\_\_

On a 1-10 scale with 10 as the high score, how would that supervisor rate your work? \_\_\_\_\_

Did you have supervisory responsibilities?  Yes  No

If yes, number of people supervised, and their job type(s) \_\_\_\_\_

What part of this job did you find most productive or rewarding? \_\_\_\_\_

\_\_\_\_\_

Why? \_\_\_\_\_

What part of this job did you find least productive or rewarding? \_\_\_\_\_

\_\_\_\_\_

Why? \_\_\_\_\_

What were your reasons for leaving? \_\_\_\_\_

\_\_\_\_\_

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## 3. Previous employer

Company \_\_\_\_\_

Address \_\_\_\_\_

Dates of employment \_\_\_\_\_ Weekly salary when hired \_\_\_\_\_ Salary when left \_\_\_\_\_

Title and department \_\_\_\_\_

First job at this company \_\_\_\_\_ Current (or final) job at this company \_\_\_\_\_

Specific job tasks \_\_\_\_\_

Current (or last) immediate supervisor and phone number \_\_\_\_\_

On a 1-10 scale with 10 as the high score, how would that supervisor rate your work? \_\_\_\_\_

Did you have supervisory responsibilities?  Yes  No

If yes, number of people supervised, and their job type(s) \_\_\_\_\_

What part of this job did you find most productive or rewarding? \_\_\_\_\_

\_\_\_\_\_

What part of this job did you find least productive or rewarding? \_\_\_\_\_

\_\_\_\_\_

What were your reasons for leaving? \_\_\_\_\_

\_\_\_\_\_

## 4. Previous employer

Company \_\_\_\_\_

Address \_\_\_\_\_

Dates of employment \_\_\_\_\_ Weekly salary when hired \_\_\_\_\_ Salary when left \_\_\_\_\_

Title and department \_\_\_\_\_

First job at this company \_\_\_\_\_ Current (or final) job at this company \_\_\_\_\_

Specific job tasks \_\_\_\_\_

Current (or last) immediate supervisor and phone number \_\_\_\_\_

On a 1-10 scale with 10 as the high score, how would that supervisor rate your work? \_\_\_\_\_

Did you have supervisory responsibilities?  Yes  No

If yes, number of people supervised, and their job type(s) \_\_\_\_\_

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## RELATED QUESTIONS

**Note:** Please give very brief answers – one or two sentences or phrases.

What job would you like to have three years from now? \_\_\_\_\_

Describe your long-term career goal; your ideal job \_\_\_\_\_

Why do you want the specific job you have applied for? \_\_\_\_\_

Why are you interested in The Post-Standard? \_\_\_\_\_

Why do you find a job with our company more attractive than the job you have (or most recently had)? \_\_\_\_\_

Describe two of your strongest qualifications for the job \_\_\_\_\_

Of all the attributes you would bring to the job, which two need the most improvement? \_\_\_\_\_

How would you describe your personality, as viewed by people you work with? \_\_\_\_\_

What specific "people skills" are you best at? \_\_\_\_\_

Do you read a daily newspaper?  Yes  No

Do you look at a web site daily?  Yes  No

If yes, which one(s)? \_\_\_\_\_

In your reading of The Post-Standard, what has impressed you most? Please be specific

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## PROFESSIONAL REFERENCES

Give four professional references. Include name, title, company, address and phone numbers.

1. Name \_\_\_\_\_ Job title \_\_\_\_\_  
Company \_\_\_\_\_ Address \_\_\_\_\_  
Work phone \_\_\_\_\_ Home phone \_\_\_\_\_

2. Name \_\_\_\_\_ Job title \_\_\_\_\_  
Company \_\_\_\_\_ Address \_\_\_\_\_  
Work phone \_\_\_\_\_ Home phone \_\_\_\_\_

3. Name \_\_\_\_\_ Job title \_\_\_\_\_  
Company \_\_\_\_\_ Address \_\_\_\_\_  
Work phone \_\_\_\_\_ Home phone \_\_\_\_\_

4. Name \_\_\_\_\_ Job title \_\_\_\_\_  
Company \_\_\_\_\_ Address \_\_\_\_\_  
Work phone \_\_\_\_\_ Home phone \_\_\_\_\_

## COMPANY'S STATEMENT

The Company considers applicants for all positions without regard to race, color, religion, age, sex, national origin, disability, marital status, sexual orientation or any other characteristic protected by applicable laws.

## APPLICANT'S STATEMENT

I certify that all information I have provided in order to apply for and secure work with The Post-Standard is true, complete and correct. I understand that if I am extended an offer of employment I may be required to submit to a complete physical examination, including blood and/or urine tests and that my employment may be conditioned upon the results of the examination. I understand that the company has an obligation to provide the highest-quality service to its readers, subscribers and advertisers and that it must hire people qualified to meet that obligation. So the company has my permission to verify the information on this application. I authorize persons, schools and current or previous employers (if applicable) named in this application (and accompanying resume, if any) to provide The Post-Standard with any relevant information needed to arrive at an employment decision. I hereby waive any and all rights and claims I may have against The Post-Standard and its agents, employees or representatives for seeking, gathering and using such information in the employment process, and against all persons, schools, and current or previous employers (if applicable) named in this application, or included on my resume, for furnishing such information about me.

I understand that my application can be rejected, or I can be fired, if any information I have given here is false or misleading. This application does not indicate that a job is available now, nor does it obligate The Post-Standard in any way.

I understand that no Post-Standard representative other than its publisher has authority to make any agreement that contradicts this statement. If I am hired I will abide by the company's rules.

This signature is my acknowledgment that I have read and understand this statement and its consequences.

APPLICANT'S SIGNATURE \_\_\_\_\_

TODAY'S DATE \_\_\_\_\_

December 2007

Please note, this form can not be saved. Complete, print and sign the application. Then fax it to: 315-470-3167 or drop it in the mail.