

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

**Email: HRapply@syracuse.com | Fax: (315) 470-6090 | Or mail completed application to:
The Post-Standard, Attn HR, Clinton Square, P.O. Box 4915, Syracuse, NY 13221-4915.**

Save or print a copy of the application for your records.