

**Austin Newspapers, Inc.**

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# **Employment Application**

**Austin Newspapers, Inc.**  
**AN EQUAL OPPORTUNITY EMPLOYER**

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THIS APPLICATION WILL REMAIN IN ACTIVE STATUS FOR 30 DAYS.  
IF YOU WISH TO MAINTAIN AN ACTIVE STATUS, PLEASE CONTACT THE COMPANY WITHIN 30  
DAYS FROM THE DATE OF APPLICATION.

## PERSONAL DATA

NAME FIRST	MIDDLE	LAST
Phone Number (    )	Area Code	
Social Security Number		How long there?
ADDRESS (Number and Street)		
CITY	COUNTY	STATE      ZIP CODE
FORMER ADDRESS (Number and Street)		
CITY	COUNTY	STATE      ZIP CODE
Position applying for:	Wage Desired: \$	Date available:
Have you previously worked for Austin Newspapers, Inc.?	When?	If so, position held:
Do you have relatives employed by Austin Newspapers, Inc.?	Name	Location:
Were you referred to Austin Newspapers, Inc.?	By whom?	Property:
Are you authorized to be employed in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No (All offers of employment are contingent upon verification of employment eligibility under the Immigration Reform and Control Act of 1986.)		
Are you under 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No	Driver's License (State and Number):	
Are you able to perform the essential functions of the job for which you are applying with or without reasonable accommodation?  <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, please explain:	

## EDUCATION/TRAINING

Circle last grade completed:  
 1 2 3 4 5 6 7 8 9 10 11 12 (High School Graduate)      13 14 (Technical/Vocational School)  
 15 (College Freshman) 16 (College Sophomore) 17 (College Junior) 18 (Bachelor Degree) 19 (Master Degree) 20 (Ph.D.)

Are you currently attending school?       Yes       No  
 If yes, estimated graduation date:      Month: \_\_\_\_\_ Year: \_\_\_\_\_

**HIGH SCHOOL INFORMATION:**

Name of School:

Location:

Major Courses Taken:

Diploma Received:       Yes       No

**COLLEGE INFORMATION:**

Undergraduate College/University Attended:

Major Field of Study:

Degree Received:       Yes       No

## PREVIOUS EMPLOYMENT

List most recent employer first. Include breaks in employment or periods of unemployment.

Company Name:	From	To	Job Title	Starting Salary
Number and street	Phone		Supervisor	Final Salary
City and State	Zip Code		Reason for leaving	
Company Name:	From	To	Job Title	Starting Salary
Number and street	Phone		Supervisor	Final Salary
City and State	Zip Code		Reason for leaving	
Company Name:	From	To	Job Title	Starting Salary
Number and street	Phone		Supervisor	Final Salary
City and State	Zip Code		Reason for leaving	

Have you ever been discharged or asked to resign from any position?  Yes  No

If yes, please explain:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you currently receive pay from any other source? (Do not disclose alimony or child support payments.)

If yes, please explain.

Unemployment Record	From - Month/Year	To - Month/Year	Brief Statement covering this period, if applicable
List all intervals of unemployment, if any during the last 10 years			

## PERSONAL HISTORY

Applicants should be aware that certain criminal convictions can disqualify you from employment for certain positions.

## REFERENCES

Give name, address, and telephone number of three references who are not related to you and are not previous employers.

Name		Address	
City	State	Zip Code	Phone Number
Name		Address	
City	State	Zip Code	Phone Number
Name		Address	
City	State	Zip Code	Phone Number

**PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING.  
RELEASE AND PRIVACY STATEMENT**

I understand that Austin Newspapers, Inc. (the "Company") requires certain information about me to evaluate my qualifications for employment and to conduct its business if I become an employee.

I understand that this application is not an offer of employment and that by accepting my application, the Company does not guarantee that I will be offered a job. I also understand that if I am offered a job, the Company reserves the right to make such changes in the terms and conditions of my employment as the Company determines to be necessary or appropriate.

**I understand that any employment with the Company would be an employment at-will, meaning my employment would not be for any fixed period of time and that, if employed, I may resign at any time for any reason with or without notice and the Company may terminate my employment at any time for any reason, with or without notice.** I further acknowledge my understanding that statements which may be contained in policies, handbooks, and other Company materials do not create any guarantee of employment nor contractual rights, express or implied, and I acknowledge that I should not rely upon them as such. I also understand and agree that such policies may be changed at any time, with or without notice. I further acknowledge that no supervisor, manager, executive or any employee or agent of the Company has the authority to alter any of the above, and that any promises to the contrary will only be relied upon by me if they are in writing and signed by the Company President and myself.

I certify that all the information in this application is true and complete in all respects and that I am submitting this information and any other information during the application process so that the Company can rely on this information in making employment decisions. I understand that any false answers or statements made by me on this application or any supplement thereto or in connection with the above-mentioned investigations, regardless of when discovered by the Company, will be grounds for immediate disqualification or discharge, if I am employed. I understand, also, that I am required to abide by all rules and regulations of the Company.

I hereby attest, under penalty of perjury that I am lawfully permitted to work in the United States. I understand that, if an offer of employment is made by the Company, I will be required to present satisfactory documentation of personal identity and employability before I am hired. I also understand that certain criminal convictions can disqualify me from employment for certain positions. I understand that if I am selected for an interview or if a conditional offer of employment is made to me, I will have to disclose certain information about my criminal conviction history.

I hereby authorize the Company to investigate my records at any time with my employers, schools, organizations, and references and I release the Company and all informants from such an investigation. I understand that should employment be denied based upon information contained in a consumer report obtained from a consumer reporting agency, the Company will comply with the requirements of the Fair Credit Reporting Act.

If hired, I agree to abide by the policies and expectations of the Company and understand that my employment is "at will" and can be terminated by me or the Company at any time with or without cause subject only to applicable requirements of law and I will be paid only for services rendered to the time of my termination. In the event the Company advances me money or other items of value, or I otherwise become indebted financially to the Company, I agree to repay the Company and also agree any wages due me upon termination may be offset by payroll deductions against any such monies due the Company.

**I acknowledge that I have read, understand, and agree to abide by the terms of the above RELEASE AND PRIVACY STATEMENT.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date