



# APPLICATION FOR EMPLOYMENT

Position Applied For: Part-time Customer Service Assistant

Date: \_\_\_\_\_

Check Location(s) Applying For:  Bemidji  Grand Rapids

Paul Bunyan Communications considers all applicants for employment without regard to race, color, religion, sex, national origin, age, handicap or disability, sexual orientation, marital status, status as a Vietnam-era or special disabled veteran or other legally protected status in accordance with federal law and applicable state and local law. Paul Bunyan Communications also provides "reasonable accommodations" to qualified individuals with disabilities, in accordance with the Americans With Disabilities Act and applicable state and federal laws.

GENERAL INFORMATION				
LAST NAME	MI	FIRST NAME		
CURRENT ADDRESS		CITY	STATE	ZIP
TELEPHONE NO.	REFERRED BY	EMAIL ADDRESS		
TOWNSHIP	DAYTIME PHONE #			
ARE YOU OVER THE AGE OF 18? <input type="checkbox"/> YES <input type="checkbox"/> NO IF NOT, STATE YOUR AGE _____				
DO YOU WANT TO WORK: <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME SPECIFY PART-TIME DAYS & HOURS _____				
ARE YOU WILLING TO WORK OVERTIME AS NECESSARY? <input type="checkbox"/> YES <input type="checkbox"/> NO DATE YOU CAN START _____ SALARY DESIRED _____				
HAVE YOU EVER BEEN EMPLOYED BY PAUL BUNYAN COMMUNICATIONS <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, WHEN? _____				
IS THERE ANYTHING THAT WOULD PREVENT YOU FROM PERFORMING IN A REASONABLE AND SAFE MANNER THE ACTIVITIES INVOLVED IN THE POSITION YOU HAVE APPLIED? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE EXPLAIN _____				

\* A conviction record will not necessarily be a bar to employment. This information will be used only for job-related purposes and only to the extent permitted by applicable law.

Federal law requires that employers hire only individuals who are authorized to be lawfully employed in the United States. In compliance with such laws, Paul Bunyan Communications will verify the status of every individual offered employment with the company. In this connection, all offers of employment are subject to verification of the applicant's identity and employment authorization, and it will be necessary for you to submit such documents as are required by law to verify your identification and employment authorization upon employment.

DO YOU HAVE THE LEGAL RIGHT TO WORK AND REMAIN IN THE UNITED STATES?  YES  NO

STATE NAME(S) OF ANY RELATIVE(S) IN OUR EMPLOY AND YOUR RELATIONSHIP TO THEM

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RECORD OF EDUCATION				
NAME/ADDRESS OF SCHOOL	COURSE OF STUDY	YRS COMPLETED	GRADUATE?	DIPLOMA/DEGREE REC'D

PRIOR WORK HISTORY				
DATES TO-FROM	EMPLOYER NAME, ADDRESS & PHONE	RATE OF PAY START-FINISH	SUPERVISOR'S NAME & TITLE	REASON FOR LEAVING

**SKILLS**

ARE THERE ANY OTHER EXPERIENCES, SKILLS OR ABILITIES THAT YOU FEEL QUALIFY YOU FOR WORK WITH OUR COMPANY?

**REFERENCES**

NAME	PHONE
NAME	PHONE
NAME	PHONE
NAME	PHONE

**PRE EMPLOYMENT STATEMENT**

**Please read carefully and sign the statement below. I understand and agree that:**

1. The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, can be justification for refusal of employment, or, if employed, termination from Paul Bunyan Communications' employ.
2. Any offer of employment I may receive from Paul Bunyan Communications is contingent upon my successful completion of the company's total pre employment screening process, including the company's receiving references that it considers satisfactory, and my satisfactory completion of any post offer pre employment medical examination the company may require. I also agree, if employed, to submit to a medical examination at any time at the company's request if job related and required by business necessity. I hereby consent to having the results of any post offer pre employment or post employment medical exam's I may be required to take disclosed to Paul Bunyan Communications.
3. I understand that as a condition of employment, I may be required to undergo and successfully pass a screening for alcohol and/or drugs. I also understand and agree that, if employed, I may be required to submit to an alcohol or drug screening by Paul Bunyan Communications. I hereby consent to having the results of any such alcohol or drug screening I may be required to undergo disclosed to Paul Bunyan Communications.

*(continued on back)*

4. In processing my application for employment, the company may verify all the information provided by me, or may procure or have prepared a consumer or an investigative consumer report for this purpose concerning my prior employment, military record, education, character, general reputation, personal characteristics, criminal record and mode of living. I understand that upon written request to the company, I will be informed whether an investigative consumer report was requested, given full information as to the nature and scope of this investigation and given an opportunity to obtain a copy of the report.
5. I authorize and request that all of my present and former employers and those individuals I have listed as personal references furnish information about my employment record, including a statement of the reason for the termination of my employment, work performance, abilities and other qualities pertinent to my qualifications arising from furnishing the requested information.
6. In consideration of my employment, I agree to comply with the policies, rules, regulations and procedures of the company, including the required Agreement Relating to Confidential Information and Non Competition.

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Signature

Date



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