

# **KENOSHA NEWS** Employment Application

We consider applicants for all positions without regard to race, color, sex, national origin, age, marital status, veteran status, qualified handicap, or any other legally protected status as those terms are defined by law.

Please note: In accordance with the UCC Drug-Free Workplace Program, the Kenosha News performs post-offer drug testing for all positions.

## **Personal**

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Present address \_\_\_\_\_  
Street City State Zip

Phone number (\_\_\_\_) \_\_\_\_\_ — \_\_\_\_\_ Social security \_\_\_\_\_ — \_\_\_\_\_ — \_\_\_\_\_

Position(s) applying for \_\_\_\_\_ Date Available \_\_\_\_/\_\_\_\_/\_\_\_\_

- Are you interested in full or part-time work?  Full-time  Part-time  Either
- Are you interested in 1st, 2nd, or 3rd shift? (check all that apply)  1st  2nd  3rd
- Are you legal age to work?  Yes  No
- Are you legally eligible to work in the USA?  Yes  No
- Have you ever been employed here?  Yes  No
- If the position you are applying for requires driving, do you have a valid driver's license?  Yes  No

## **Education**

| School          | School name and address | Course of study | Check year completed | Did you Graduate  | Degree or diploma |
|-----------------|-------------------------|-----------------|----------------------|---|-------------------|
| High School     | _____                   |                 | 1                    | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                   |
|                 | _____                   |                 | 2                    |   |                   |
|                 | _____                   |                 | 3                    |   |                   |
|                 | _____                   |                 | 4                    |   |                   |
| College         | _____                   |                 | 1                    | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                   |
|                 | _____                   |                 | 2                    |   |                   |
|                 | _____                   |                 | 3                    |   |                   |
|                 | _____                   |                 | 4                    |   |                   |
| Other (Specify) | _____                   |                 | 1                    | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                   |
|                 | _____                   |                 | 2                    |   |                   |
|                 | _____                   |                 | 3                    |   |                   |
|                 | _____                   |                 | 4                    |   |                   |

## **Skills**

List any skills, experiences, or qualifications you feel will be beneficial to the job you are applying for:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Experience**

List below present and past employment, beginning with your most recent

I

|                             |                       |    |    |    |                        |                    |                    |                    |
|-----------------------------|-----------------------|----|----|----|------------------------|--------------------|--------------------|--------------------|
| Name and address of company | From                  |    | To |    | Hourly starting salary | Hourly last salary | Reason for leaving | Name of supervisor |
|                             | Mo                    | Yr | Mo | Yr |                        |                    |                    |                    |
|                             |                       |    |    |    |                        |                    |                    |                    |
|                             | Describe your duties: |    |    |    |                        |                    |                    |                    |
|                             |                       |    |    |    |                        |                    |                    |                    |
| Phone:                      |                       |    |    |    |                        |                    | Title:             |                    |

II

|                             |                       |    |    |    |                        |                    |                    |                    |
|-----------------------------|-----------------------|----|----|----|------------------------|--------------------|--------------------|--------------------|
| Name and address of company | From                  |    | To |    | Hourly starting salary | Hourly last salary | Reason for leaving | Name of supervisor |
|                             | Mo                    | Yr | Mo | Yr |                        |                    |                    |                    |
|                             |                       |    |    |    |                        |                    |                    |                    |
|                             | Describe your duties: |    |    |    |                        |                    |                    |                    |
|                             |                       |    |    |    |                        |                    |                    |                    |
| Phone:                      |                       |    |    |    |                        |                    | Title:             |                    |

III

|                             |                       |    |    |    |                        |                    |                    |                    |
|-----------------------------|-----------------------|----|----|----|------------------------|--------------------|--------------------|--------------------|
| Name and address of company | From                  |    | To |    | Hourly starting salary | Hourly last salary | Reason for leaving | Name of supervisor |
|                             | Mo                    | Yr | Mo | Yr |                        |                    |                    |                    |
|                             |                       |    |    |    |                        |                    |                    |                    |
|                             | Describe your duties: |    |    |    |                        |                    |                    |                    |
|                             |                       |    |    |    |                        |                    |                    |                    |
| Phone:                      |                       |    |    |    |                        |                    | Title:             |                    |

### References

| Name and occupation | Address | Phone number |
|---------------------|---------|--------------|
|                     |         |              |
|                     |         |              |
|                     |         |              |

### Please read and sign below

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer if the employer decides to employ me. I understand and agree that my employment would be "at-will" if I am hired and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than an officer of the Company has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and then only in writing signed by an officer. I authorize the Kenosha News to contact my past and present employers and I authorize my past and present employers to communicate any requested employment information to the Kenosha News. I acknowledge that I will be asked to submit to a post-offer drug test before being hired for any position.

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

We are an equal opportunity employer