



# APPLICATION OF EMPLOYMENT

Gannett Offset does not discriminate against any qualified person because of age, race, color, religion, sex, national origin, disability or sexual orientation.

## PERSONAL

Date: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Position (s) Applying For: \_\_\_\_\_

Preferred Work Option:  Full-Time  Part-Time  Temporary

Available Start Date: \_\_\_\_\_ If part-time, times available \_\_\_\_\_

Referral Source:  Newspaper \_\_\_\_\_  Employment Agency: \_\_\_\_\_  
 Government Agency \_\_\_\_\_  Employee \_\_\_\_\_  Friend  Relative

Have you ever been employed by Gannett or one of its subsidiaries?  Yes  No  
If yes, provide dates of employment, location and name of supervisor: \_\_\_\_\_

Do you currently have relatives employed by Gannett?  Yes  No  
If yes, provide names, relationships to you and positions within Gannett: \_\_\_\_\_

Have you ever used a different name or nickname necessary for us to verify your work or school records?  Yes  No

Are you under the age of 18?  Yes  No If yes, what is your birthdate? \_\_\_\_\_

Are you legally permitted to work in the United States?  Yes  No

## EDUCATION

Type of School	Name/ Location	Major	Circle Last Year Completed	Year Graduated	Diploma/ Degree
<b>High School</b>			9 10 11 12		
<b>College/University</b>			1 2 3 4		
<b>Graduate School</b>			1 2 3 4		
<b>Business/Computer or Trade School</b>			1 2 3 4		

Other education and training relevant to the position you seek:

\_\_\_\_\_

\_\_\_\_\_

## SKILLS

List all computer applications that apply to you and indicate your skill level.

Computer Applications	Word Processing	Spread Sheet	Operating Systems	Data Base	Graphics
<b>Application</b>					
<b>Beginning Level</b>					
<b>Intermediate Level</b>					
<b>Advanced Level</b>					

Typing: \_\_\_\_\_ WPM

Switchboard:  Yes  No

## LICENSE(S) , REGISTRATION(S), CERTIFICATION(S)

List only those directly related to the position you are applying for.

Type	State	Number	Year Received	Expiration Date

Has any of the above been limited, suspended or revoked?  Yes  No

Comments: \_\_\_\_\_

\_\_\_\_\_



## DRIVERS

Do you own or have use of a car?  Yes  No

Do you have a valid driver's license in:  D.C.  Maryland  Virginia

Is your car, or the car you will use, covered by the minimum liability insurance required by state law?

Yes  No

Note traffic violations (other than parking) and automobile accidents incurred during the past three years: \_\_\_\_\_

\_\_\_\_\_

## CRIMINAL RECORD

Disclosure of a criminal record does not automatically disqualify you from employment consideration. Your case will be judged on its own merits.

Have you ever been convicted of a criminal offense other than a minor traffic violation?  Yes  No

If yes, explain fully: \_\_\_\_\_

\_\_\_\_\_

## REFERENCES: Please list two professional references

Name	Title	Address	Telephone Number

## ADDITIONAL INFORMATION

Military Service:  Yes  No

Are you active in the Reserves or National Guard?  Yes  No

### *Special Notice to Applicants:*

If hired, you will be required to submit proof of U.S. Citizenship or of lawful alien status which permits you to work in the United States.

I certify that the foregoing information is correct and complete, and that Gannett may terminate my employment because of the falsity of statements, answers or material omissions made by me in this employment application. I authorize Gannett to investigate these statements, references, previous employers and school records and authorize the release of such information without liability. I understand that any job offer may be contingent upon successfully passing a pre-employment physical examination and/or a drug test and that regular employment is contingent upon successful completion of a three (3) month introductory period. I further understand that employment and compensation can be terminated with or without cause at any time at the option of Gannett and/or myself.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

*\*This application is not complete unless signed*

*Revised 6/30/1999*

## Voluntary Affirmative Action Information

Completion of information below is voluntary. If you choose to complete this section, please return it to the personnel assistant.

In an effort to comply with requirements regarding government record keeping we ask that you complete this applicant data survey. Your cooperation is appreciated.

*Please be advised that your survey is not part of you official application for employment. It is considered confidential information that will not be used in any hiring decision.*

**CHECK ONE:**

Gender:  Male  Female

**CHECK ONE OF THE FOLLOWING RACE/ETHNIC GROUP:**

- Hispanic
- African/African American
- Native American/Alaskan Native
- Asian/Pacific Islander
- Non-Minority

**CHECK IF ANY OF THE FOLLOWING ARE APPLICABLE**

- Vietnam Era Veteran
- Disabled Veteran
- Disabled Individual

## AUTHORIZATION TO RELEASE INFORMATION

I \_\_\_\_\_, as an applicant for a position with Gannett Offset, hereby authorize the investigation of my past and present work history, character, education, drivers and police records, to verify any and all information which may be pertinent to my employment qualification.

The release in any manner of all information is authorized whether such information is of record or not. I hereby release all persons, firms, agencies or companies from any damages resulting from furnishing such information.

This authorization shall be valid for three months from the date of my signature below. You may retain this copy of my release for your files.

I agree that a copy of my signed release form is valid as the original.

Thank you for your assistance.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Please fax the completed application to Gannett Offset Human Resources at 703-642-7392.**