



# Employment Application

This application will be considered without regard to race, creed, color, religion, national origin, age, sex, sexual orientation, disability, marital status, ancestry or veteran status.

Personal Information	
Name:	Date:
Social Security Number:	
Home Address:	
City, State Zip:	
Home Phone:	Business Phone: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temp
Position Applying For	
Title:	Salary Desired:
How did you hear about this position? <input type="radio"/> Ad <input type="radio"/> Agency <input type="radio"/> Employee <input type="radio"/> Friend <input type="radio"/> Relative <input type="radio"/> Other Referral Source:	Date Available:

Can you, with or without reasonable accommodation, perform the essential functions of this position? €yes €no

Education	
High School (Name, City, State):	Years Completed: 1 2 3 4
Business or Technical School:	Degree, Major:
College:	Degree, Major:

Other education, skills, or training relevant to the position you seek: \_\_\_\_\_

List any educational honors and scholarships, and pertinent professional affiliations and activities: \_\_\_\_\_

Have you previously been employed by Gannett or one of its subsidiaries?  Yes  No If yes, provide dates of employment, location, and name or 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 If yes, provide names and dates used: (Example – Maiden Name) \_\_\_\_\_

Are you 18 years of age or over?  Yes  No

Have you ever pled guilty or “no contest” to a crime, or been convicted of a crime offense other than a minor traffic violation?  Yes  No If yes, please give details and dates of each: (Dates MUST be provided) \_\_\_\_\_

If you are currently employed, may we contact your present employer now?  Yes  No

## Employment Experience

Company:	Job Title:
Address:	Telephone:
From: (Month/Year)	To: (Month/Year)
Start Pay:                   per	Final Pay:                   per
Immediate Supervisor:	Reason for Leaving:
Responsibilities:	

Company:	Job Title:
Address:	Telephone:
From: (Month/Year)	To: (Month/Year)
Start Pay:                   per	Final Pay:                   per
Immediate Supervisor:	Reason for Leaving:
Responsibilities:	

Company:	Job Title:
Address:	Telephone:
From: (Month/Year)	To: (Month/Year)
Start Pay:                   per	Final Pay:                   per
Immediate Supervisor:	Reason for Leaving:
Responsibilities:	

If applying for a position requiring driving: Do you own or have use of a car?  Yes  No Do you have a valid driver's license?  Yes  No  
 Is your car, or the car you will use covered by the minimum liability insurance required by state law?  Yes  No (Note: If hired you  
 will be required to show us your driver's license and evidence of insurance coverage.) Note traffic violations (other than parking) and  
 automobile accidents incurred during the past three years: \_\_\_\_\_

Are you legally permitted to work in the United States?  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 for falsification 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 would be contingent upon successful completion of a pre-employment drug test and a three-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.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## 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**

## Voluntary Affirmative Action Information

In an effort to comply with government recordkeeping requirements, we ask that you complete this applicant data survey; completion is voluntary. Your cooperation is appreciated. Please be advised that your survey is not a part of your official application for employment. It is considered confidential information that will not be used in any hiring decision. If you choose to complete this section, detach it from your application and return, separately, to the human resources assistant.

**Position Applied for:** \_\_\_\_\_

<p><b>Race (see page 2 for definitions)</b></p> <p><input type="checkbox"/> American Indian or Native Alaskan</p> <p><input type="checkbox"/> Asian</p> <p><input type="checkbox"/> Black or African American (Not Hispanic or Latino)</p> <p><input type="checkbox"/> Native Hawaiian or Other Pacific Islander</p> <p><input type="checkbox"/> White (Not Hispanic or Latino)</p> <p><input type="checkbox"/> Two or More Races</p>	<p><b>Ethnicity (see page 2 for definitions)</b></p> <p><input type="checkbox"/> Hispanic</p> <p><input type="checkbox"/> Non-hispanic</p>	<p><b>Gender</b></p> <p><input type="checkbox"/> Female</p> <p><input type="checkbox"/> Male</p>	<p><input type="checkbox"/> Individual with Disability *</p>
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\* The term "Individual with Disability" refers to any person who (1) has a physical or mental impairment that substantially limits one or more major life activity, (2) has a record of such impairment, or (3) is regarded as having such impairment. An individual is "substantially limited" if he or she is likely to experience difficulty in securing, retaining or advancing in employment because of a disability. This information will be kept confidential except that (1) supervisors may be informed of restrictions on work duties and of any necessary accommodations and (2) first aid and safety personnel may be informed if your disability may require emergency treatment. If you have a disability that might affect your job performance or create a hazard to yourself or others in connection with your job, please tell us (1) what skills or procedures you will use to perform your job notwithstanding the disability and (2) what accommodations should be made to enable you to perform the job properly and safely.

<p><b>Veteran Status * *</b></p>	
<p><input type="checkbox"/> Newly Separated Veteran</p> <p><input type="checkbox"/> Vietnam Era Veteran</p> <p><input type="checkbox"/> Special Disabled Veteran</p> <p><input type="checkbox"/> Other Protected Veteran</p> <p><input type="checkbox"/> Active Reserve</p> <p><input type="checkbox"/> Inactive Reserve</p>	<p>Date of Separation: _____</p>

\* \* The term "Newly Separated Veteran" refers to anyone whose discharge or release from active duty occurred within the past year. The term "Special Disabled Veteran" refers to anyone entitled to Veteran disability compensation or anyone who was discharged or released from active duty because of a service-related disability. The term "Other Protected Veteran" refers to anyone who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.

## Definitions for Race/Ethnicity Categories

**Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

**White (Not Hispanic or Latino)** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Black or African American (Not Hispanic or Latino)** - A person having origins in any of the black racial groups of Africa.

**Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**Asian (Not Hispanic or Latino)** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**American Indian or Alaska Native (Not Hispanic or Latino)** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

**Two or More Races (Not Hispanic or Latino)** - All persons who identify with more than one of the above five races.