



Application for Employment

Please Answer all Questions. Resumes are not a substitute for a completed application.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. Applications are considered for positions without regard to veteran status, uniformed servicemember status, race, religion, sex, national origin, age, physical or mental disability, genetic information, or any other category protected by applicable federal, state or local laws.

Date: _____

THIS COMPANY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THE APPLICATION, IF HIRED, THE COMPANY MAY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.

Name _____ Position Applied For _____

Telephone () ____--____ Cell () ____--____ Email _____

Current Address _____

Street, Apartment #, Unit #, City, State, Zip

How long have you lived there _____ / _____
years / months

Desired Salary / Hourly Rate _____

If under the age of 18, can you provide the necessary work certificate at the time of employment? Yes / No

Type of Employment desired? Full-Time Part-Time

Hours Available to Work _____ am to _____ pm _____ am to _____ pm _____ am to _____ pm _____ am to _____ pm
MONDAY TUESDAY Wednesday Thursday

_____ am to _____ pm _____ am to _____ pm _____ am to _____ pm Are you willing to work overtime?
Friday Saturday Sunday Yes / No

Date on which you could start work _____

Have you previously applied to work for the Company? Yes / No

If yes, when and where? _____

INSTRUCTIONS FOR ANSWERING THE NEXT QUESTIONS:

1. All applicants: Do not include convictions that were sealed, eradicated, erased, annulled by a court, or expunged, or convictions that resulted in referral to a diversion program,
2. Arizona, Colorado, District of Columbia, Illinois, Kansas, Minnesota, Missouri, Montana, Nevada, Rhode Island, South Carolina and Utah applicants: Do not respond to second question regarding arrest.
3. California applicants: Do not include misdemeanor marijuana-related convictions that are more than two years old or misdemeanor convictions for which probation was successfully completed or otherwise discharged and the case was judicially dismissed.
4. Connecticut applicants: You are not required to disclose the existence of any arrest, criminal charge, or conviction, the records of which have been erased. Criminal records subject to erasure are records pertaining to a finding of delinquency or the fact that a child was a member of a family with service needs, and adjunction as a youthful offender, a criminal charge that has been dismissed or nolle (not prosecuted), a criminal charge for which the person was found not guilty or a conviction for which the offender received an absolute pardon. Any person whose criminal records have been erased is deemed to have never been arrested within the meaning of the law as it applies to the particular proceedings that have been erased, and may swear so under oath.
5. District of Columbia and Washing applicants: Limit responses to the past ten years.
6. Hawaii and Massachusetts applicants: Do not answer the following 2 questions
7. Indiana applicants: Regarding arrests limit your response to pending charges for felonies and class A misdemeanors that are less than one year old.

- 8. Michigan applicants: Regarding arrests, limit your response to felony arrests awaiting conviction or dismissal.
- 9. New York applicants: All pending arrests or criminal accusations must be disclosed. You are not required to disclose arrests or criminal accusations that resulted in criminal actions or proceeding which were terminated in your favor. Do not disclose criminal actions or proceedings that were sealed or classified as youthful offender adjudications. An ex-offender who is denied employment may, upon written request, may receive a statement of the reason(s) for denial within 30 days of the applicant request for such information.
- 10. North Dakota and Oregon applicants: Regarding arrests, limit your response to pending charges that are less than 1 year old.
- 11. Utah applicants: Limit any response to felony convictions only. Do not respond to the second question regarding arrests.

Have you ever plead guilty or no contest to, or been convicted of any criminal offense other than the applicable exceptions listed above? YES / NO

Have you ever been arrested for any matters for which you currently are out on bail or on your own recognizance pending trial? YES / NO

CRIMINAL OFFENSES ONLY: If you answered yes, to either of the above two questions, please provide the date(s) and explain in accordance with the above instructions so that individual circumstance can be considered.

Criminal convictions or arrest will not automatically disqualify an applicant form a particular job. Inner Media Solutions will consider the nature o the crime, its seriousness, the substantial relation to the position’s functions and qualifications, the number of occurrences, the applicant’s age at the time of the crime, the time elapsed since the crime, the applicant’s entire work and educational history, employment references and recommendations, and the business necessity of any exclusion when required by law.

Have you ever initiated and act of violence in the workplace? YES / NO

If yes, please provide the date(s) and explain so the individual circumstances can be considered. (A “yes” answer will not necessarily disqualify you from employment)

List all technical skills that you feel qualify you for the job for which you are applying (For example, computer skills, equipment operation, special tools or machines, etc.)

Education	School name and location	Course of Study	Graduate?	# Years Completed	Degree/Major
High School					
College					
Bus/Trade/Tech or Post College					

Honors Received _____

List any other names by which you have been known which may be necessary for us to confirm work history or educational record. For example, change of name, assumed name, or nickname.

WORK EXPERIENCE:

Please list the names of you present and/or previous employers in chronological order with present or last employer listed first. Account for all periods of time including and periods of unemployment. If self-employed, supply firm name and business references. You may include any verifiable work performed on a volunteer basis, internships, or military service. Your failure to completely respond to each may disqualify you for consideration from employment.

EMPLOYER

NAME	ADDRESS	TYPE OF BUSINESS
Telephone (____) _____ -- _____	Dates Employed From ____/____/____ To ____/____/____	
Job Title _____	Duties _____	
Supervisor's Name _____	May we contact? YES / NO If no, why not? _____	
Wages Start _____ Final _____	Reason for leaving _____	
What will this employer say was the reason your employment terminated? _____		
How much notice did you give when resigning? (If none, explain.) _____		

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What will this employer say was the reason your employment terminated? _____		
How much notice did you give when resigning? (If none, explain.) _____		

Please explain fully all gaps in you employment history in excess of one month.

Have you ever been terminated or asked to resign from any job? YES / NO If Yes, how many times? _____
 Has your employment ever been terminated by mutual agreement? YES / NO If Yes, how many times? _____
 Have you ever been given the choice to resign rather than be terminated? YES / NO If Yes, how many times? _____
 If you answered yes to any of the above three questions, please explain the circumstances of each occasion.

REFERENCES:

Please list the names of additional work-related references we may contact. Individuals with no prior work experience may list school or volunteer related references.

Name	Position	Company	Work Relationship	Telephone

Please list the names of personal references (not related to previous employers or relatives) who know you well that we may contact.

Name	Occupation	Address	Telephone	# Years Known

APPLICATION CERTIFICATION

I understand and agree that if driving is a requirement of the job for which I am applying, my employment and/or continued employment is contingent on possessing a valid driver's license for the state in which I reside and automobile liability insurance in an amount equal to the minimum required by the state where I reside.

I understand and agree that as a condition of employment and to the extent of federal, state, and local law, certain positions within the Company have requirements for lifting, crawling, an other physical activities and to be considered eligible for those positions I must meet the required standards for those positions as stated by the Company.

I understand that the Company may now have, or may establish, a drug-free workplace or drug and/or alcohol testing program consistent with the applicable federal, state, and local law. If the Company has such a program and I am offered a conditional offer of employment, I understand that if a pre-employment (post-offer) drug and/or alcohol test is positive, the employment offer may be withdrawn. I agree to work under the conditions requiring a drug-free workplace, consistent with federal, state and local law, may be subject to urinalysis and/or blood screening or other medically recognized test designed to detect the presence of alcohol or illegal or controlled drugs. If employed, I understand that the taking of alcohol and/or drug tests is a condition of continual employment and I agree to undergo alcohol and drug testing consistent with the Company's policies and applicable federal, state and local law.

If employed by the company, I understand and agree that the Company, to the extent permitted by federal, state and local law, may exercise the right, without prior warning or notice, to conduct investigations of property (including, but not limited to, files, lockers, desks, vehicles, and computers) and, in certain circumstances, my personal property.

I understand and agree that as a condition of employment and to the extent of permitted by federal, state, and local law, I may be required to sign a confidentiality, restrictive covenant, and/or conflict of interest statement, as well as an agreement to arbitrate.

I certify that all the information on the application, my resume, or any supporting documents I may present during any interview is and will be complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of any information may result in disqualification from consideration for employment or, if employed, disciplinary action, up to and including immediate dismissal.

THE COMPANY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS APPLICATION OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE COMPANY IS AUTHORIZED TO ENTER INTO AN AGREEMENT - EXPRESS OR IMPLIED - WITH ME OR ANY APPLICANT FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIMES UNLESS SUCH AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE EXECUTIVE DIRECTOR OF THE COMPANY.

IF HIRED, I AGREE TO CONFORM TO THE RULES AND REGULATIONS OF THE COMPANY, AND I UNDERSTAND THAT THE COMPANY HAS COMPLETE DISCRETION TO MODIFY SUCH RULES AND REGULATIONS AT ANY TIME, EXPECT THAT IT WILL NO MODIFY ITS POLICY OF EMPLOYMENT AT-WILL.

I authorize the Company or its agents to confirm all statements contained in the application and/or resume as it relates to the position I am seeking and to the extent permitted by federal, state, and local law. I agree to complete any requisite authorization forms for the background investigation.

I authorize and consent to, without reservation, any party or agency contacted by this employer to furnish the above-mentioned information. I hereby release, discharge, and hold harmless, to the extent of federal, state, and local law, any party delivering information to the Company or its duly authorized representatives pursuant to the authorization form any liability, claims, charges, or causes of action which I may have as a result of the delivery or disclosure of the above requested information. I hereby release from liability the Company and its representatives for seeking information and all other persons, corporations, or organizations furnishing such information.

If hired by this Company, I understand that I will be required to provide genuine documentation establishing my identity and eligibility to be legally employed in the United States by this Company. I also understand the Company employs only individuals who are legally eligible to work in the United States.

THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF 60 DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY.

I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE, ACCURATE, AND COMPLETE.

Applicant Signature _____ Date _____/_____/_____

If the applicant is a minor, the foregoing release and consent must be signed by the applicant's parent or legal guardian. Signature by the applicant's parent or legal guardian constitutes acknowledgement by the applicant and the parent or legal guardian that the Company, to the extent permitted by federal, state, and local law, can test the applicant for illegal or controlled substances, conduct inspections of property without notice, and communicate test results to Company personnel who need to know, the applicant, and the applicant's legal guardian.

Parent/Legal Guardian

Witness

Date

Date