

KMCH Radio

Employment Application



It is the policy of Delaware County Broadcasting not to discriminate in its employment and personnel policies because of a person's sex, age, race, religion, color, marital status, sexual orientation, citizenship status for legal residents, disability or national or ethnic origin or other protected classes.

Completed application can be delivered in person or mailed to: KMCH Radio, Attn: Hiring Manager, 212 E Main, Manchester, IA 52057

General Information

Last Name: _____ First Name: _____ Middle Initial: _____

Phone Number: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Are you legally eligible to work in the United States? yes no

All applicants will be required to furnish proof of identity and legal work authority within 3 business days of hire.

Check here if you are under 18

Do you have a valid driver's license to operate an automobile in this state? yes no

Driver's License Number: _____

Are you insurable at standard rates to operate an automobile in this state? yes no If no, explain below:

Equipment/Machines you can operate and/or licenses you hold: _____

Position you are applying for: _____ Check here if you are applying generally:

What is your desired salary? _____

How did you learn about this specific opening with KMCH Radio? Advertisement Agency Job Fair

Internet Walk-In Referral Iowa Workforce

Have you ever been previously employed with this company including all acquired or affiliated companies? Yes No

If yes, Date – From: ___/___/___ to ___/___/___ Location: _____

Date – From: ___/___/___ to ___/___/___ Location: _____

Are you available for full-time work? Yes No If no, what days/hours are you available? _____

Will you work overtime, if required? Yes No

Are you subject to any contractual restrictions that would prevent, or interfere with, you from accepting the position or performing the duties of this job? Yes No

Education

High School 9 10 11 12 (circle highest grade completed)

Name of School: _____ Location: _____

Did you graduate? ___ Yes ___ No

College/University 1 2 3 4 (circle # of years attended)

Name of College/University: _____ Location: _____

Dates Attended: From ___/___/___ to ___/___/___ Degree/Course of study: _____

Graduate School or Vocational/Technical/Business Training:

Name of College/University: _____ Location: _____

Dates Attended: From ___/___/___ to ___/___/___ Degree/Course of study: _____

Have you been convicted of a crime? ___ Yes ___ No

(A positive answer will not automatically disqualify you for employment. You are not obligated to disclose sealed or expunged records of conviction or arrest)

Are you currently serving probation or deferred adjudication for any crime? ___ Yes ___ No

If you answered "yes" to any of the above, please explain: _____

Employment History

(Attach additional sheets if necessary)

List all employment in the past ten years, most recent job first.

Name of Employer: _____ Type of Business: _____

City, State: _____ Phone: _____ Supervisor: _____

Position: _____ Duties: _____

Employment Dates: From ___/___/___ to ___/___/___ Reason for Leaving: _____

Beginning Salary: \$ _____ Ending Salary: \$ _____

Name of Employer: _____ Type of Business: _____

City, State: _____ Phone: _____ Supervisor: _____

Position: _____ Duties: _____

Employment Dates: From ___/___/___ to ___/___/___ Reason for Leaving: _____

Beginning Salary: \$ _____ Ending Salary: \$ _____

Name of Employer: _____ Type of Business: _____

City, State: _____ Phone: _____ Supervisor: _____

Position: _____ Duties: _____

Employment Dates: From ___/___/___ to ___/___/___ Reason for Leaving: _____

Beginning Salary: \$ _____ Ending Salary: \$ _____

Within the past ten years, have you been terminated or asked to resign by an employer? ___ Yes ___ No

If you answered "yes," please provide employer, dates, and circumstances: _____

Delaware County Broadcasting contacts prior employers to obtain references regarding work history, conduct and suitability for employment. May we contact your present employer at this time? ___ Yes ___ No

REFERENCES Give the names of three persons not related to you, whom you have known at least one year:

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK

SPECIAL SKILLS _____

ACTIVITIES (CIVIC, ATHLETIC, ETC.) _____

IN CASE OF EMERGENCY NOTIFY _____

NAME

ADDRESS

PHONE NUMBER

I verify that all the information on this application and attachments is true, correct and complete. I have not withheld any information requested by Delaware County Broadcasting. I understand that false, misleading or omitted information with result in rejection of my application, reprimand or termination from employment, whenever discovered.

I authorize Delaware County Broadcasting and its agents to confirm all information provided on this application and attachments (including resumes) and to investigate my suitability for employment. I agree to furnish additional information if requested. I release Delaware County Broadcasting and all persons and companies from any claims, liabilities or damages from obtaining or furnishing information about me.

This application is not a job offer or employment contract with Delaware County Broadcasting for any specific time period. If hired, my employment will be for an indefinite time period and I may resign or be terminated by Delaware County Broadcasting at any time without notice or requirement of cause.

I further understand and agree that no employee or official with Delaware County Broadcasting has any authority to alter the terms of my at-will employment through oral statements or promises. In order to be binding on Delaware County Broadcasting, any agreement or promise that alters this policy must be in writing and signed by the head of your division.

Any conditional offer of employment by Delaware County Broadcasting is subject to successful completion of all employment requirements including but not limited to verifying employment and personal references.

If employed, I agree to abide by and comply with all of Delaware County Broadcasting's policies, rules and procedures.

Date

Applicants Signature

Delaware County Broadcasting and its stations is an Equal Opportunity Employer.