

# ***APPLICATION FOR EMPLOYMENT***

FOR PERSONNEL USE ONLY
Name _____
Date _____
Route _____



**BUFORD MEDIA GROUP, L.L.C.**

6125 Paluxy Drive  
Tyler, Texas 75703  
Fax **903-561-4031**

We appreciate your interest in our company. This form has been designed to provide us with the information we will need to consider your qualifications. Please do not hesitate to attach any additional information which might be of assistance in considering your application.

## PERSONAL DATA

Name in Full		Social Security Number	
Street Address		City, State, Zip	
Telephone Number		How where you referred to us?	
Would you work any Shift? ____ Yes    ____ No	Date Available?	Salary Expected	
Position Applied For			

## EDUCATIONAL TRAINING

Name of school	Location	Did You Graduate?	Major
High School			
Business or Vocational School			
College or University			
Other School			

Do you plan to continue your education?    \_\_\_\_ Day School    \_\_\_\_ Night School

## SKILLS TRAINING

Use space below for any other experience, skills or qualifications which you feel would especially qualify you for the position you are seeking. (Typing, shorthand, CRT, CATV system, construction, system maintenance, local organizations, FCC licenses held, etc).

## REFERENCES

Give the names and addresses of two adults (not relatives or previous employees) who are acquainted with you and to whom we can refer concerning your character and ability.

Name	Address	Telephone	Occupation	No. of years acquainted

## EMPLOYMENT HISTORY

Beginning with your present or last position, list the jobs you have held within the last 5 years. If you need more space, please continue on a separate sheet of paper.

Name of Employer		Type of Business		
Address				Telephone
Dates Employed From                      To	Starting Title	Last Title	Starting Salary	Final Salary
Name of Supervisor		Reason for leaving		
Brief description of Duties				

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If applying for a job, where you will be driving a company vehicle, complete the following:

Do you have a valid Driver's license?  Yes  No                      Have you had your driver's license revoked in the last 5 yrs?  Yes  No

License # \_\_\_\_\_                      State \_\_\_\_\_                      Have you been convicted of a DWI or any other moving violations within the last five yrs?  Yes  No

IF the answer to either question is yes, please explain below:

Explain:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If now employed, why do you desire to make a change?

\_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No

**PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING**

Should I leave my present position after accepting employment, it is understood that Buford Media Group, L.L.C., and/or its affiliates companies ("Company") may supply, in confidence, to any prospective employer, my complete record, with no responsibility therewith attaching to this Company or any of its staff.

In signing this application, I certify that the information I have supplied in this application is complete and correct, and I hereby authorize Company to investigate all statements and references given herein and, if found to be false, I agree that this will constitute sufficient grounds for dismissal.

I understand that I must satisfactorily complete a required probationary period of employment. Definition of "probationary period of employment" is defined in published company Policies and Procedures. In consideration of my employment I agree to conform to the rules and regulations of Company and my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either the company or myself.

I will hold in strictest confidence and will not disclose directly or indirectly to any unauthorized persons, without the Company's prior written permission at any time during or subsequent to my employment, any knowledge not already available to the public, respecting designs, methods, systems, improvements, trade secrets, manufacturing techniques and processes, sales promotions and ideas, customer lists or other private or confidential matters of the Company.

I hereby grant permission to all persons, schools, companies, corporations, and law enforcement agencies to supply any information concerning my background and release them and Company and it's employees from any and all responsibility arising from their doing so.

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

Date \_\_\_\_\_

**Federal Law prohibits discrimination on the basis of race, color, creed, national origin, religion, sex and age. If you feel you have been discriminated against, you may notify the FCC, Equal Employment Commission, or other appropriate State, Federal or Local Agency.**

Interviewer's Comments	Date of Interview _____
Signature	

**PLEASE DO NOT WRITE YOUR NAME ON THIS PAGE!!!**

Notice to the Applicant

We are required to collect the following information in order to comply with our responsibilities under federal laws relating to equal employment opportunity. You are not required to provide this information. If you do provide it, please be assured that it will not be used in processing this application or in this or any subsequent employment decision.

1. Position for which you are applying \_\_\_\_\_

2. Date of Application \_\_\_\_\_

3. Please check any that apply to you:

\_\_\_\_\_ Male      \_\_\_\_\_ Black      \_\_\_\_\_ Hispanic

\_\_\_\_\_ Female      \_\_\_\_\_ White      \_\_\_\_\_ Asian/Pacific Islander

\_\_\_\_\_ American Indian      \_\_\_\_\_ Other

4. Zip code from your home address \_\_\_\_\_

EOE/M/F/D