



2 Orchard Road \* P.O. Box 1139 \* Jamestown, NY \* 14702-1139 \* Ph. 716-487-1151 \* Fax 716-664-9326

**APPLICATION FOR EMPLOYMENT**

Media One Group, LLC is an Equal Opportunity Employer. It is required to collect the following information. This data will assist us in meeting our reporting obligations as well as the goals of our Equal Employment Opportunity Program. Completing this form is not a condition of employment. You may elect not to complete all or part of this form without impairing your employment application. This information will not be used by any person who evaluates your Employment Application and will not be used in any way to determine whether to offer you employment. This data will be kept confidential and will only be used in accordance with applicable state and federal laws and regulations. It is the policy of Media One Group, LLC 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, national or ethnic origin, or other protected class.

Date: \_\_\_\_\_ County and State: \_\_\_\_\_

Position applying for: \_\_\_\_\_ Desired Salary: \_\_\_\_\_

Male  Female Referred by: \_\_\_\_\_

\_\_\_\_\_  
 Last Name First Middle

\_\_\_\_\_  
 Street Address

\_\_\_\_\_  
 City, State, Zip Code Daytime Telephone Number

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.)

Social Security Number: \_\_\_\_\_ Check if you are under 18 years of age

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, Explain Below  
 \_\_\_\_\_

Equipment/Machines you can operate and/or Licenses you hold: \_\_\_\_\_  
 \_\_\_\_\_

Are you available for Full-time work?  Yes  No

If you answered, "No", what hours/days can you work? \_\_\_\_\_

Will you work Over-time, if required?  Yes  No

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

If you answered, "Yes", please explain: \_\_\_\_\_

If you are applying for a specific opening, how did you learn of it? \_\_\_\_\_

**BACKGROUND:**

Have you ever been convicted of a felony?  Yes  No  
(Conviction is not an automatic bar to consideration 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 the above, please explain: \_\_\_\_\_

**MILITARY:**

Are you a Veteran?  Yes  No From \_\_\_\_\_ To \_\_\_\_\_

Are you a Vietnam Era Veteran?  Yes  No From \_\_\_\_\_ To \_\_\_\_\_

Are you a Disabled Veteran?  Yes  No From \_\_\_\_\_ To \_\_\_\_\_

**RACE/ETHNICITY DATA: (Check (X) only one)**

**White** (A person having origins in any of the original people of Europe, N. Africa, or Middle East.)

**Black** (A person having origins in any of the black racial group of Africa.)

**Asian or Pacific Islander** (A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This includes, for example, China, India, Japan, Korea, the Philippine Islands and Samoa.)

**American Indian or Alaskan Native** (A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.)

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

**EDUCATION:**

**High School:** 9 10 11 12 (Circle Highest Grade Completed.)

Name of High School: \_\_\_\_\_ Location: \_\_\_\_\_

**College/University:** 1 2 3 4 (Circle High Grade Completed.)

Name of College/University: \_\_\_\_\_ Location: \_\_\_\_\_

Dates attended College/University: From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Degree/Course of Study: \_\_\_\_\_

**Name of Graduate School or Vocational/Technical/Business Training:** \_\_\_\_\_

\_\_\_\_\_ Location: \_\_\_\_\_

Dates attended: From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Degree/Course of Study: \_\_\_\_\_

Did you graduate?  Yes  No

**EMPLOYMENT HISTORY:**

List all employment in the past ten years, most recent job first; include military service.

**Name of Employer:** \_\_\_\_\_ **Type of Business:** \_\_\_\_\_

**Address of Employer:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Position Held:** \_\_\_\_\_ **Duties:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Employment Dates:** From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

**Beginning Salary:** \$ \_\_\_\_\_ **Ending Salary:** \$ \_\_\_\_\_

**Name of Employer:** \_\_\_\_\_ **Type of Business:** \_\_\_\_\_

**Address of Employer:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Position Held:** \_\_\_\_\_ **Duties:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Employment Dates:** From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

**Beginning Salary:** \$ \_\_\_\_\_ **Ending Salary:** \$ \_\_\_\_\_

**Name of Employer:** \_\_\_\_\_ **Type of Business:** \_\_\_\_\_

**Address of Employer:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Position Held:** \_\_\_\_\_ **Duties:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Employment Dates:** From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

**Beginning Salary:** \$ \_\_\_\_\_ **Ending Salary:** \$ \_\_\_\_\_

**REFERENCES: (BUSINESS/PERSONAL)**

**Name:** \_\_\_\_\_ **Profession:** \_\_\_\_\_

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

**Daytime Telephone #:** \_\_\_\_\_ **Relationship to you:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Profession:** \_\_\_\_\_

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

**Daytime Telephone #:** \_\_\_\_\_ **Relationship to you:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Profession:** \_\_\_\_\_

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

**Daytime Telephone #:** \_\_\_\_\_ **Relationship to you:** \_\_\_\_\_

I verify that all of the information on this application and attachments is true, correct and complete. I have not withheld any information requested by Media One Group, LLC. I understand that false, misleading, incomplete or omitted information will result in rejection of my application, reprimand or termination from employment, whenever discovered.

I authorize Media One Group 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 Media One Group 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 Media One Group for any specific time period. If hired, my employment will be for an indefinite time period, and I may resign or be terminated by Media One Group at any time without notice or requirement of cause.

I further understand and agree that no employee or official of Media One group has any authority to alter the terms of my at-will employment through oral statements or promises. In order to be binding on Media One Group, 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 Media One Group 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 Media One Group's policies, rules and procedures, including Media One Group Open Door Policy; Unlawful Harassment Policy; Policy on Sexual Harassment; Conflicts of Interest Policy; Electronic Communication and Internet Usage Policy; Threat, Violence and Weapons Policy; Safety Policy; Substance Abuse and Drug Testing Policy and the Arbitration Agreement.

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

\_\_\_\_\_  
**Applicant's Signature**