



APPLICATION FOR EMPLOYMENT

We do not discriminate on the basis of race, color, religion, national origin, sex, age or disability. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors. If an application is incomplete or not signed, it will not be considered for the position(s) applied for. Answer all questions.

PLEASE PRINT, except for signature on back of application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job related information.

Date: _____ Date Available: _____

Name: _____ SSN: _____

Address: _____ Business Phone: () _____

City, State, Zip: _____ Home Phone: () _____

Type of Employment Desired: Full Time: _____ Part Time: _____ Email address: _____

Position Applied for: _____ Hours available for work: _____

How did you hear of this opening? _____ Salary Requirements: _____

Employment Experience

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

Please include all information for past employment experience with the last position listed first. Gaps of employment, longer than 90 days, need to be explained. You may attach a resume, but you must still complete the application and include all the information requested below:

Company: _____ Address: _____ Phone: _____

From Month: _____ Year: _____ Start Pay: _____ Per: _____ Supervisor's Name: _____

To Month: _____ Year: _____ Final Pay: _____ Per: _____ Job Title: _____

Duties: _____

Explain Reason for Leaving: _____

Company: _____ Address: _____ Phone: _____

From Month: _____ Year: _____ Start Pay: _____ Per: _____ Supervisor's Name: _____

To Month: _____ Year: _____ Final Pay: _____ Per: _____ Job Title: _____

Duties: _____

Explain Reason for Leaving: _____

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Duties: _____

Explain Reason for Leaving: _____

Company: _____ Address: _____ Phone: _____

From Month: _____ Year: _____ Start Pay: _____ Per: _____ Supervisor's Name: _____

To Month: _____ Year: _____ Final Pay: _____ Per: _____ Job Title: _____

Duties: _____

Explain Reason for Leaving: _____

Education

Type of School	Name and Location of School/College	Major	Circle Last Year Completed	Diploma and Degree
High School or GED	Name Address City, State, Zip	General	10 11 12	
College	Name Address City, State, Zip		1 2 3 4	
Graduate School	Name Address City, State, Zip		1 2 3 4	
Business or Trade School	Name Address City, State, Zip		1 2 3 4	

Other education and training relevant to the position you seek: _____

Are you over age 18? Yes: _____ No: _____ (Note: If you are hired, you may be required to submit proof of age.)

Since your 18th birthday, have you been convicted (found guilty, or plead guilty or no contest) of any criminal offense? Yes No
Please be very careful in completing this section. The HR department will verify this information. The information disclosed will not necessarily bar you from further consideration. This includes any misdemeanors and felonies (i.e., assault, burglary, disorderly conduct, domestic violence, drug-related convictions, Driving Under the Influence (DUI), Driving While Intoxicated (DWI), failure to appear in court, larceny, shoplifting, trespassing, etc.) Such convictions may have resulted in a fine(s), community service, probation or jail/prison time. Applicants are not required to report convictions that have been expunged or sealed by a court of law.

OFFENSE:

APPROXIMATE DATE (MONTH/YEAR)

Have you previously been employed by Clovis Media, Inc. or one of its affiliates? Yes No

If yes, provide dates of employment, location, and name of supervisor: _____

If applying for a position requiring driving? If yes, please answer the following questions:

Do you own or have use of a car? Yes No
Do you have a valid driver's license in the State of New Mexico? Yes No

Driver's License No: _____ State: _____ Class: _____

(Note: If you are hired, you will be required to show us your driver's license and evidence of insurance coverage)

Have you had your driver's license suspended or revoked in the last three (3) years? Yes No

Are you legally permitted to work in the United States? Yes No

PROFESSIONAL REFERENCES

Provide the names and contact information of three professional references (i.e., supervisor, co-worker, colleague, etc.)

Name: _____ Relationship: _____ Phone #: _____

Name: _____ Relationship: _____ Phone #: _____

Name: _____ Relationship: _____ Phone #: _____

I certify that the foregoing information is correct and complete and that Clovis Media, Inc. may terminate my employment because of the falsity of statements, answers or material omissions made by me in this employment application. I authorize Clovis Media, Inc., to investigate these statements, references, previous employment and school records and authorize the release of such information without liability. I release such persons and organizations from any legal liability in making such statements. Following conditional offer, I consent for the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying and consent to a pre-and/or post-employment drug screen as a condition of employment, if required. I also understand that possession, use, sale, purchase, or being under the influence of illegal drugs on the job will result in termination of my employment.

I understand that this application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period of time. If employed, I understand that I have been hired at the will of the employer and my employment may be terminated at any time, with or without cause and with or without notice.

Other Conditions of Employment

As a condition of employment, I understand that I will be required to sign agreements confirming these policies. I further understand that I will be required to sign the "At-Will" Agreement as a condition of employment. I understand that, if hired, I am required to abide by all rules and regulations of Clovis Media, Inc., and to comply with all policies and procedures in the associate handbook, any policy and procedure manual or other communications to associates. I further understand that Clovis Media's policies and procedures are subject to modification without notice.

Applicant Signature: _____ Date: _____