

APPLICATION for EMPLOYMENT

The Fresno Bee

The Fresno Bee is committed to providing equal opportunity on the basis of merit, qualification and competency to all persons without regard to race, color, religion, national origin, ancestry, sex, age, sexual orientation, gender identity, marital status, physical or mental disability, medical condition (including pregnancy, childbirth and related medical conditions), HIV status, family care status, veteran status, political affiliation, or any other legally protected status. The Bee complies with all applicable federal and state laws with respect to its employees. This policy applies to all personnel actions, including recruitment, evaluation, selection, promotion, demotion, transfer, compensation, benefits, training, disciplinary action and termination.

The Fresno Bee is committed to a workplace free from drug and alcohol abuse. Therefore, all offers of employment are contingent upon successful completion of a drug test.

NAME: _____

(Position Applied For) 1st choice: _____

Alternate: _____

Personal Information

Date _____

Name (Please Print) _____

First Middle Last

Address _____

Street Apt. City State Zip

Phone _____ Message Number _____ Length of time at this address _____

E-mail address _____ Are you at least 18 years of age? Yes No

Once a job offer has been made, are you willing to take a drug test and/or physical at our expense? Yes No

Have you been employed under any other name(s) besides the one on this application?

List name(s) _____

Are you related to anyone in our company? Yes No If yes, list name and relative's relationship _____

Have you ever been convicted of a felony? Yes No (A conviction will not necessarily disqualify you from the job for which you have applied. It is not necessary to disclose minor traffic violations; misdemeanor convictions that have been removed from your record, sealed or dismissed upon completion of probation; any convictions for which the record has been judicially ordered sealed, expunged, statutorily eradicated and/or for which you were ordered to any pretrial or post-trial diversion program. You also do not need to provide information concerning marijuana related misdemeanors that are more than two years old.) If yes, state nature of the felony or felonies.

Date of conviction: _____ Place of conviction: _____

Disposition of case: _____

Have you ever been the subject of an arrest for which you are now out on bail or on your own recognizance pending trial? Yes No

Education

Name of high school _____ # of yrs completed _____

Name and location of college _____ # of yrs completed _____ Major and Minor _____ Latest Degree _____

Name and location of college _____ # of yrs completed _____ Major and Minor _____ Latest Degree _____

Other (Correspondence, graduate, Business trade, etc.) _____ Length and description _____ Degree/certificate earned? _____

Employment Eligibility

If employed, federal law requires that you present documentation to your employer as proof of identity and employability. Can you furnish the required documentation if hired? (Such as U.S. passport, Alien Registration Card, driver's license, Social Security card, etc.) Yes No

Do you have a valid California driver license? Yes No DL# _____

If applying for a position that requires driving as an essential function of the job, a DMV printout showing an acceptable driving record is required. If hired, a valid California Driver License is required. If applicable, attach a current copy (dated within two weeks) of your driving record from Department of Motor Vehicles or from your insurance company. Applications received without driving records will not be forwarded to the hiring supervisor for consideration until the record is received.

Record of Employment

Have you been employed for The Fresno Bee or any other McClatchy Company property previously? Yes No

If yes, list employment dates and positions held? _____

Referred by: Newspaper Ad Website College/School Agency
 Job Fair Employee Referral – Name of employee _____
 Walk-in Other _____

What earnings do you expect? \$ _____

May we contact your present employer? Yes No

Work Record: Complete work history must be listed below, even if attaching a résumé. Failure to complete the application in its entirety may result in a delay in processing. List present or most recent employers first. Give a complete record. Every month should be accounted for. If you need additional space, you may use the back side of the application.

Name of Company	Dates of Employment
	From: to
Address, City, State, Zip	Major responsibilities:
Phone ()	
Part-time <input type="checkbox"/> Full-time <input type="checkbox"/>	
Position held:	
Salary	Are you eligible for rehire? Yes <input type="checkbox"/> No <input type="checkbox"/>
Supervisor's name	Reason for leaving:
Name of Company	Dates of Employment
	From: to
Address, City, State, Zip	Major responsibilities:
Phone ()	
Part-time <input type="checkbox"/> Full-time <input type="checkbox"/>	
Position held:	
Salary	Are you eligible for rehire? Yes <input type="checkbox"/> No <input type="checkbox"/>
Supervisor's name	Reason for leaving:
Name of Company	Dates of Employment
	From: to
Address, City, State, Zip	Major responsibilities:
Phone ()	
Part-time <input type="checkbox"/> Full-time <input type="checkbox"/>	
Position held:	
Salary	Are you eligible for rehire? Yes <input type="checkbox"/> No <input type="checkbox"/>
Supervisor's name	Reason for leaving:
Name of Company	Dates of Employment
	From: to
Address, City, State, Zip	Major responsibilities:
Phone ()	
Part-time <input type="checkbox"/> Full-time <input type="checkbox"/>	
Position held:	
Salary	Are you eligible for rehire? Yes <input type="checkbox"/> No <input type="checkbox"/>
Supervisor's name	Reason for leaving:

Release: I certify that all the information entered on this employment application is true and correct. I authorize you to inquire of my former employers and educational institutions and I authorize them to provide the information requested. In case of hire and subsequent separation from my employment, I authorize you to provide information concerning my employment with this company to future prospective employers, and hereby release you from any liability for furnishing such information. In the event of hire, I understand I am employed at the will of the company. I understand that any misstatements or omissions of material facts in this application may be cause for dismissal. I also understand all offers of employment are contingent upon successful completion of a drug test.

Signature _____ **Date** _____

Additional space for work record: Complete work history must be listed below, even if attaching a résumé. Failure to complete the application in its entirety may result in a delay in processing. List present or most recent employers first. Give a complete record. Every month should be accounted for. If you need more room, you may use an extra sheet of paper.

Name of Company	Dates of Employment
	From: to
Address, City, State, Zip	Major responsibilities:
Phone ()	
Part-time <input type="checkbox"/> Full-time <input type="checkbox"/>	
Position held:	
Salary	Are you eligible for rehire? Yes <input type="checkbox"/> No <input type="checkbox"/>
Supervisor's name	Reason for leaving:
Name of Company	Dates of Employment
	From: to
Address, City, State, Zip	Major responsibilities:
Phone ()	
Part-time <input type="checkbox"/> Full-time <input type="checkbox"/>	
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Signature _____ **Date** _____

Applicant Flow Data Form

Completion of this form is entirely voluntary. If you do not wish to complete this part, please check number 6 below. If you choose to provide The Fresno Bee with this information, it shall be used solely for statistical purposes in conformance with the regulations of the California Fair Employment and Housing Commission. This form will not be made available to any decision making individual involved in the hiring process, and will be kept in a separate file. Information supplied on this form, or a decision not to complete this form will not be considered in any employment decision by The Fresno Bee.

I voluntarily provide the following information:

1. Date of application: _____
2. Position applied for:
1st choice _____
Alternate _____
3. Race/Ethnicity Background-Please read through all options before completing.
 - Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
 - White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
 - Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.
 - Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
 - Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
 - American Indian or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
 - Two or more races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five described races. Select which two or more from the list below:
 - Hispanic or Latino
 - Native Hawaiian or Other Pacific Islander
 - White
 - Asian
 - Black or African American
 - American Indian or Alaska Native
4. Sex: Male Female
5. Name: _____
6. I do not wish to provide any of the above information.

*Thank you for your interest in employment with
The Fresno Bee.*