



# Application for Employment

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## Applicant's Certification and Agreement

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I certify that the information contained in this application is correct to the best of my knowledge and understand that any falsification, misrepresentation or omission on this application is grounds for refusal to hire, or if hired, dismissal. I authorize any of the persons or organizations referenced in this application to give The Daily any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application and release all such parties and The Daily from all liability for any damage that may result from furnishing such information. I authorize The Daily to request and receive such information.

If employed, I understand that I will be an employee "at will" and either The Daily or I may terminate my employment relationship at any time with or without notice for any reason.

I agree to comply with The Daily rules, regulations and policies, and acknowledge that these rules, regulations and policies may be changed, interpreted, withdrawn, or supplemented any time, and without prior notice to me.

I acknowledge that any offer of employment, or my acceptance of an employment offer, if such is to occur, may be withdrawn, with or without cause, and with or without prior notice, at any time, at the option of The Daily or myself. I understand that this application and any other documents which I may receive are not contracts for employment. I further understand that no representative from The Daily other than the Board of Directors has an authority to enter into any agreement for employment for any specified period of time either prior to commencement of employment or after I have become employed, or to offer any benefits or items and conditions of employment.

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**Signature**

**Date**

## We are an Equal Opportunity Employer

Equal access to programs, services and employment is available to all persons. Any applicant requesting accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Please Print or Type:  
Read and answer all questions carefully and completely.  
Feel free to attach your resume; however, all sections must be completed



# Personal Data

Date: \_\_\_\_\_ Position(s) applying for: \_\_\_\_\_

Name (Last, First, Middle): \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Best time to be reached? \_\_\_\_\_

Are you currently a University of Minnesota student? Yes  No

Have you ever been discharged or forced to leave any position? Yes  No

If yes, please explain. \_\_\_\_\_

Have you ever applied at the Minnesota Daily before? Yes No If yes, when? \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No

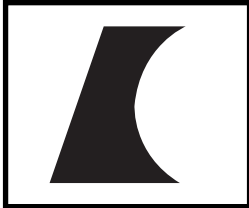
Date available to start work: \_\_\_\_\_ Hours available: \_\_\_\_\_

How did you learn about the position opening(s) at the Daily? \_\_\_\_\_

Have you been convicted of a felony in the last seven (7) years? Yes  No   
If yes, please explain

Conviction will not necessarily be a bar to employment. Each instance and explanation will be considered in relation to the position for which you are applying.

You must be a University of Minnesota Student to be employed at the Minnesota Daily.



# Work Experience

List last four employers starting with most RECENT first.  
Explain any gaps in employment in comments section below.

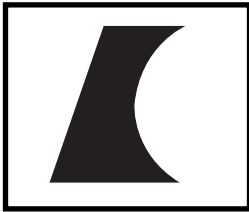
<b>Employer</b>	<b>Can we contact? Yes <input type="checkbox"/> No <input type="checkbox"/></b>	<b>Dates Employed</b>	
<b>Address</b>		<b>From</b>	<b>To</b>
<b>Telephone Number(s)</b>			
<b>Job Title</b>	<b>Supervisor title &amp; Telephone number</b>		
<b>Reason for Leaving</b>			
<b>Work Performed</b>			

<b>Employer</b>	<b>Can we contact? Yes <input type="checkbox"/> No <input type="checkbox"/></b>	<b>Dates Employed</b>	
<b>Address</b>		<b>From</b>	<b>To</b>
<b>Telephone Number(s)</b>			
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<b>Reason for Leaving</b>			
<b>Work Performed</b>			

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<b>Telephone Number(s)</b>			
<b>Job Title</b>	<b>Supervisor title &amp; Telephone number</b>		
<b>Reason for Leaving</b>			
<b>Work Performed</b>			

May we contact all of these employers for reference? Yes  No   
If no, which ones can we contact?

COMMENTS (including any gaps in employment) \_\_\_\_\_



# Education

**NAME AND ADDRESS OF SCHOOL**

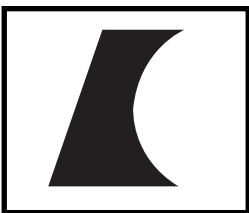
Course of study	Years Completed	Type of Diploma/Degree (date)
High School		
College/University		
Graduate School		
Business/Trade School		

High School

College/University

Graduate School

Business/Trade School



# References

List names and telephone numbers of three business/work references/professors who are not related to you and are not previous supervisors. If applicable, list three school or personal references who are not related to you.

Name	Telephone	Years Known

Please state your career objectives and explain what you feel best qualifies you for this position: Exclude information which would reveal sex, race, religion, national origin, age, color, disability or any other similarly protected status.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list any additional skills or community activities (hobbies, volunteer work, professional/bank associations, etc.): exclude memberships which would reveal sex, race, religion, national origin, age, color, disability or any other similarly protected status.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you for applying with *The Minnesota Daily*.

**For The Human Resource Department Use Only**

Interview arranged (Day/Time): \_\_\_\_\_

Interviewed by: \_\_\_\_\_

Hired: Yes No Start date: \_\_\_\_\_

Position hired for: \_\_\_\_\_

Department: \_\_\_\_\_

Hourly rate/Salary: \_\_\_\_\_

Hold application. No openings at this time.