



**SUBMIT FORM**

Channel 5 Public Broadcasting, Inc.  
1670 N. Virginia St., Reno, NV 89503  
P: (775) 600-0555 F: (775) 784-4555

## Application for Employment

**CLEAR FORM**

Please complete each section fully, as this will assure that appropriate information about your background, experience, and qualification is available for our consideration. In compliance with federal and state equal opportunity laws, qualified applicants are considered for employment without regard to race, color, religion, gender identity, sexual orientation, national origin, veteran status, age, or disability.

***IF HIRED, EMPLOYMENT IS AT-WILL (FOR NO FIXED TERM) AND THE COMPANY OR THE EMPLOYEE CAN TERMINATE EMPLOYMENT AT ANY TIME.***

Date: \_\_\_\_\_ Position(s) applied for or type of work desired: \_\_\_\_\_

Applicant name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Type of employment desired:  full-time  part-time  temporary

Date you will be available to start work: \_\_\_\_\_

Are you able to meet the attendance requirements?  Yes  No

Do you have any objection to working overtime if necessary?  Yes  No

Can you travel if required by this position?  Yes  No

Have you ever been previously employed by our organization?  Yes  No

Can you submit proof of legal employment authorization and identity?  Yes  No

If you are under 18, can you furnish a work permit if it is required?  Yes  No

Have you ever been fired or asked to resign?  Yes  No

If yes, please explain (firing will not automatically bar employment): \_\_\_\_\_

Have you ever been convicted of a felony, or within the past 10 years, a misdemeanor resulting in imprisonment? (An affirmative response will not necessarily disqualify you from being considered as a candidate for employment.)  Yes  No

If Yes, please explain: \_\_\_\_\_

How were you referred to us? \_\_\_\_\_

**References**

Please list three professional references that are familiar with your work, who have worked directly with you, and who have known you for at least two years.

- 1. Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_
- 2. Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_
- 3. Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

**Applicant's Statement**

I hereby affirm that the information provided on this application (and resume, if any) is true and complete to the best of my knowledge. I also agree that any falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize a thorough investigation of my past employment and activities, agree to cooperate in such investigation and release from all liability or responsibility all persons and corporations requesting or supplying such information.

I understand that it is the policy of the Station that all employees are employed at the will of both the employee and the Station. This means the employee may quit at any time, for any reason or no reason, with or without notice. Similarly, the Station may terminate employment at any time, for any reason or no reason, with or without notice. There is no contractual promise or legal requirement by either the employee or the Station that employment will continue for any set period of time, or that your employment will be terminated only under particular circumstances or with particular notice. Any exception to this policy of employment-at-will may only be made in writing signed by the President/CEO of the Station. This policy is not modified by any statements, expressed or implied, contained in any employment statement, employee handbook, memorandum, policy, procedure, or other materials or statements provided to applicants or employees in connection with their employment. Nor is this policy modified by any oral statements or conduct, express or implied. This policy supersedes any and all written, oral or implied representations that are in any way inconsistent with it.

I understand that according to federal law, all individuals must, as a condition of employment, produce certain documentation to verify their identity and U.S. citizen status within three (3) days of employment. As a consequence, I understand that any offer to employment would be contingent on my ability to produce the required documentation within the time period required by law.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_