

CAREER APPLICATION

Big Green Umbrella Media, Inc.
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Johnston, Iowa 50131

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PLEASE PRINT

EQUAL ACCESS TO PROGRAMS, SERVICES AND EMPLOYMENT IS AVAILABLE TO ALL PERSONS. THOSE APPLICANTS REQUIRING REASONABLE ACCOMMODATION TO THE APPLICATION AND/OR INTERVIEW PROCESS SHOULD NOTIFY A REPRESENTATIVE OF THE HUMAN RESOURCES DEPARTMENT.

Position(s) applied for _____ Date of application ____/____/____

Referral Source Advertisement Employee Source _____

Name _____
Last First Middle

Address _____ Social Security # _____
Street City State Zip Code

Telephone _____ Email _____

If necessary, best time to call you is _____: ____AM/PM

Have you submitted an application here, or been employed, before? Yes No

If yes, give date(s) and position(s) _____

Are you legally eligible for employment in this country? Yes No

Date available for work ____/____/____ What is your desired compensation range? \$ ____ - \$ ____

Type of employment desired: Full-time Part-time Internship

Will you relocate if job requires it? Yes No Will you travel if job requires it? Yes No

Are you able to meet the attendance requirements? Yes No

If no, please explain _____

Will you work overtime if required? Yes No

If no, please explain _____

Have you ever filed for bankruptcy? Yes No

If yes, give date(s) _____

Do you smoke cigarettes? Yes No

If yes, how many packs per day? _____

Have you ever pled "guilty" or "no contest" to, or been convicted, of a crime? Yes No

If yes, please provide date(s) and details _____

ANSWERING "YES" TO THESE QUESTIONS DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT. FACTORS SUCH AS DATE OF THE OFFENSE, SERIOUSNESS AND NATURE OF THE VIOLATION, REHABILITATION AND POSITION APPLIED FOR WILL BE TAKEN INTO ACCOUNT.

Driver's License number (if driving is an essential job function) _____ State _____

EMPLOYMENT HISTORY



Starting with your most recent employer, provide the following information.

1 Employer _____ Telephone # _____
Address _____ Dates employed _____
Street City State Zip Code Month/Year - Month/Year
Starting job title _____ Final job title _____
Immediate supervisor and title _____ Starting compensation _____ Final Compensation _____
Hourly/Salary Hourly/Salary
May we contact him or her for reference? Yes No Later
Reason for leaving _____

2 Employer _____ Telephone # _____
Address _____ Dates employed _____
Street City State Zip Code Month/Year - Month/Year
Starting job title _____ Final job title _____
Immediate supervisor and title _____ Starting compensation _____ Final Compensation _____
Hourly/Salary Hourly/Salary
May we contact him or her for reference? Yes No Later
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3 Employer _____ Telephone # _____
Address _____ Dates employed _____
Street City State Zip Code Month/Year - Month/Year
Starting job title _____ Final job title _____
Immediate supervisor and title _____ Starting compensation _____ Final Compensation _____
Hourly/Salary Hourly/Salary
May we contact him or her for reference? Yes No Later
Reason for leaving _____

Skills and Training

Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying. _____

EDUCATION



Starting with the most recent school you attended, provide the following information.

School	City/State	Number of Years Completed	Achieved	GPA	Major	Minor
			<input type="checkbox"/> GED <input type="checkbox"/> Diploma <input type="checkbox"/> Degree			
			<input type="checkbox"/> GED <input type="checkbox"/> Diploma <input type="checkbox"/> Degree			
			<input type="checkbox"/> GED <input type="checkbox"/> Diploma <input type="checkbox"/> Degree			

REFERENCES

List name and telephone number of three business/work references who are not related to you.
 If not applicable, list three school or personal references who are not related to you.

Name	Title	Business	Telephone	Number of Years Known

ADDITIONAL INFORMATION

List professional, trade, business or civic associations and any offices held:
 EXCLUDE MEMBERSHIPS THAT WOULD REVEAL RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, CITIZENSHIP, AGE, MENTAL OR PHYSICAL DISABILITIES, VETERAN/RESERVE NATIONAL GUARD OR ANY OTHER SIMILARLY PROTECTED STATUS.

Organization	Offices held

List special accomplishments, publications, awards, etc.:
 EXCLUDE MEMBERSHIPS THAT WOULD REVEAL RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, CITIZENSHIP, AGE, MENTAL OR PHYSICAL DISABILITIES, VETERAN/RESERVE NATIONAL GUARD OR ANY OTHER SIMILARLY PROTECTED STATUS.

List any additional information you would like us to consider: _____

APPLICANT STATEMENT



I certify that all information I have provided in order to apply for and secure work with Big Green Umbrella Media, Inc. is true, complete and correct.

I expressly authorize without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me. I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is disclosed.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Name of applicant _____

Signature of applicant _____ Date _____ / _____ / _____