



South Central Communications

# Employment Application

Revised: September 15, 2002

Date of Application: / /

Position Applying for:

Schedule Desired:

full-time  part-time  temp

As an equal opportunity employer, South Central Communications (SCC) does not discriminate in hiring or in terms and conditions of employment because of an individual's race, creed, color, sex, age, religion, disability or natural origin. SCC hires individuals authorized for employment in the United States.

## Personal Information

Last Name	First Name	Middle Name	Are you authorized for employment in the U.S. <input type="checkbox"/> yes <input type="checkbox"/> no	
Present Street Address	City	State	Zip	How long have you lived there? Years
Months	Previous Street Address	City	State	Zip
Months	How long have you lived there? Years			
Home Phone Number	Wireless Phone Number	Social Security Number	Date of Birth:	

## Education

Type of School	Name and Location of School	Degree/Area of Study	Number of Years of Attended	Graduated (Check One)	
High School	Name			Yes	No
	City State				
Junior College	Name			Yes	No
	City State				
College	Name			Yes	No
	City State				
Graduate School	Name			Yes	No
	City State				
Other	Name			Yes	No
	City State				

## Academic and Professional Activities and Achievements

Academic and Professional Activities, Awards, Publications or Technical-Professional Societies. Indicate type or name. Exclude organizations which indicate race, creed, color, sex, age, religion, handicap or national origin of its members.	Date Awarded

## Skills

Skills applicable to position applied for

## Person to Contact in Case of Emergency

This information is to facilitate contact in the event of an emergency and is not used in the selection process.

Full Name	Address	Phone	Relationship to you?
Place of Employment	Address	Phone	

## Employment History

List employment starting with your most recent position. Account for any time during the period that you were unemployed by stating the nature of your

activities. If you have less than four places of employment, include personal references to be contacted. May we contact your present employer?  
 yes  no

Dates	Name and Address of Employer	Position Held and Supervisor	List Major Duties	Wages	Reason for Leaving
From:	Name	Your Job Title		Starting	
	Address				
To:		Supervisor		Final	
	Phone				
From:	Name	Your Job Title		Starting	
	Address				
To:		Supervisor		Final	
	Phone				
From:	Name	Your Job Title		Starting	
	Address				
To:		Supervisor		Final	
	Phone				
From:	Name	Your Job Title		Starting	
	Address				
To:		Supervisor		Final	
	Phone				
From:	Name	Your Job Title		Starting	
	Address				
To:		Supervisor		Final	
	Phone				

**Miscellaneous**

Is there any additional information involving a change of your name or assumed name that will permit us to check your work record?  
 If yes, please explain:

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Have you ever been employed by South Central Communications or any of its divisions or subsidiaries before?  yes  no

If yes, please indicate:	When	Where	Position

List names of relatives now employed by South Central Communications and relationship:

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Have you ever been convicted of a crime?  yes  no  
 If yes, please explain:

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**Please Read this Statement Carefully**

I hereby affirm that the information given by me on this application for employment is complete and accurate. I understand that any falsification or omission will be immediate grounds for dismissal. I authorize a thorough investigation to be made in connection with this application concern my character, general reputation, employment and education background and criminal record, whichever may be applicable. I understand what this investigation may include and I hereby authorize the release of documents and personal interview with third parties, such as prior employers, family members, business associates, financial sources, friends, neighbors or others with whom I am acquainted. I further understand that I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of the nature and scope of the investigation.

It is understood that, as a condition of initial or continued employment, I agree to submit to such lawful examinations, medical, substance abuse, or other, as may be required by South Central Communications. SCC will pay the reasonable cost of any examination which may be required.

If I am hired, I agree that my employment and compensation can be terminated with or without cause and without notice, at any time, at the option of SCC or myself. I understand that no office manager or other representative of SCC, other than the General Manager, and in writing, has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

I have read and affirm as my own the above statements.

Signature \_\_\_\_\_ Date \_\_\_\_\_