

Application for Employment

Please print or type. Complete all questions and sign.



Last Name	First	Middle	Preferred Name	Date of Application
Street Address				Home Telephone
City, State, Zip Code				Best Parent Contact Number (Name, Relationship to applicant, Number)
Position Desired: Production Team		Date Available	Salary Desired	Student ID Number
Managerial Position Desired <input type="checkbox"/> Assistant Manager <input type="checkbox"/> Bookkeeper <input type="checkbox"/> Workroom Monitor		Are you legally eligible for employment in this country? <input type="checkbox"/> Yes <input type="checkbox"/> No Proof of U.S. citizenship or immigration status will be required upon employment.		

EDUCATION

Level	Name and Location of School	Major
9 th Grade		STEM Academy <input type="checkbox"/> Yes <input type="checkbox"/> No
Middle School		
Other Training (musical lessons, dance classes, etc.)		

SKILLS AND QUALIFICATIONS

Summarize specific skills and qualifications acquired from employment or other experiences that are related to the position for which you are applying (e.g., computer skills, software applications, and foreign languages):

EMPLOYMENT HISTORY

Please provide a COMPLETE employment history, even if a resume is submitted with this application. List ALL employers, assignments, or volunteer activities that are relevant to the job for which you are applying, starting with the most recent, including military employment.

(1) Present/Most Recent Employer	Dates Employed		Summarize the nature of the work performed and job responsibilities.
Telephone	From Mo/Yr	To Mo/Yr	
Address			
Job Title	Hourly Rate/Salary		
	Starting		
Immediate Supervisor and Title	\$	per	
Type of Employment <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Other	Hourly Rate/Salary		
	Final		
Reason for leaving or why you are considering leaving?	\$	per	
If currently employed, may we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

REFERENCES

List a business/work reference who is **NOT** related to you and is **NOT** a previous supervisor. If not applicable, list a school or personal reference who is not related to you.

Name	Telephone	Years Known	In what capacity did this person observe you work?

EXTRACURRICULARS, HOBBIES, AND INTERESTS

List any extracurricular activities, including clubs, that you are involved in.

Organization, Hobby, or Interest

SPECIAL ACCOMPLISHMENTS, PUBLICATIONS AND AWARDS

OTHER INFORMATION

Have you ever been convicted of, or are you now under charges for, any misdemeanor or felony offense? Omit (1) traffic fines, (2) any offense committed before your 18th birthday which was finally adjudicated in a juvenile court or under a youth offender law, (3) any conviction the record of which has been expunged under federal or state law, and (4) any conviction set aside under the Federal Youth Corrections Act or similar authority. (A yes response will not necessarily disqualify you from employment.) Yes No
If checked yes, please explain below.

Are you bound by any non-solicitation/non-compete agreement? Yes No

Have you ever been employed by TPI? Yes No
If yes, when? _____ Where? _____

Are any relatives or friends currently employed at TPI? Yes No
Name of employee(s) _____ Business unit where employed _____

JOB RELATED INFORMATION

Please provide your first, second and third choices for yearbook staff positions based on the following list: Editor-in-Chief, Managing Editor, Section Editor, Staff. For section editor and staff positions, please indicate which sections of the yearbook.

1st:

2nd:

3rd:

Please rank your experience on a scale of 1 to 10: (1=no experience, 10= expert)

	1	2	3	4	5	6	7	8	9	10
Photoshop	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Photography	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Interviewing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Would you make yourself available outside of class time to work on the yearbook? Yes No

If yes, when are you available?

- i. Lunches per week one two three four
- ii. One hour after school (circle one) one two three four
- iii. Weekends

On a scale of 1 to 10, rate how you feel about: (1 = not comfortable, 10 = very comfortable)

1 2 3 4 5 6 7 8 9 10

Working intimately with teammates

Working under stress

Approaching students and teachers you don't know to take pictures

Approaching local businesses to sell advertisements

Approaching students to sell yearbooks

Receiving criticism from your teacher and students about your work

Completing work that was left unfinished by other students

If you are applying for an Editor position, are you willing to take responsibility for your staff? Yes No

For all yearbook staff members, are you willing to put forth 110% effort to make this the best yearbook ever? Yes No

Why should TPI consider you for the yearbook position you chose?

Imagine that it's the block before the deadline, and someone hasn't finished his or her page – what do you do? Be specific

PLEASE REVIEW APPLICATION CAREFULLY. WE WILL NOT CONSIDER THIS APPLICATION IF NOT COMPLETED IN FULL.

PLEASE READ THE FOLLOWING AND SIGN THE APPLICATION IN THE SPACES PROVIDED BELOW. IF YOU HAVE ANY QUESTIONS, PLEASE SPEAK WITH THE HUMAN RESOURCES REPRESENTATIVE BEFORE SIGNING.

I understand that employment by Tomahawk Press Inc. is a requirement of the Yearbook II/III/IV level courses. This means that the employment relationship cannot be ended by me or by TPI at any time for any reason with or without advanced notice and with or without cause. It also means that TPI may revise and make exceptions to its policies, practices, handbooks, manuals, rules, procedures, and regulations, in whole or in part, at any time. I further understand that acceptance of an offer of employment creates a contractual obligation upon TPI to continue to employ me for the duration of the 20__-20__ school year. If employed by TPI, I agree to comply with all safety and health rules, company policies and procedures, and local, state, and federal laws pertaining to my employment. I understand and accept these as conditions of my employment should I be hired.

I have reviewed this application carefully and I hereby affirm that my statements and answers to all questions on this application are true and correct and that I have not knowingly withheld any fact or circumstance that, if disclosed, would affect my application unfavorably. I state that I have made no misstatements or omissions of fact, and that all contact information is accurate.

I HAVE READ AND AGREE TO THE ABOVE TERMS AND CONDITIONS:



Printed Name of Applicant _____

Signature of Applicant _____

Date _____