

EMPLOYMENT APPLICATION

E.H. Anderson Public Relations is a "No Smoking" and "Zero Tolerance" work place; free from all substance abuse.

At E.H. Anderson Public Relations we operate as an **equal opportunity employer** and **will not unlawfully discriminate** on the basis of race, color, sex, religion, national origin, age, marital or veteran status, the presence of a medical condition or disability, or other characteristics protected by law. This policy extends to all terms, conditions and standards of employment and to all personnel. At E.H. Anderson Public Relations we are an "At Will" employer.

Federal and State law requires employers to make accommodations to disabled applicants and employees where the accommodation does not impose an undue hardship on the employer. **Disabled employees and applicants may request accommodation of their disability** by notifying E.H.. Anderson Public Relations in writing of their need for accommodation upon hire. Failure to properly notify E.H. Anderson Public Relations will preclude any claim that the employer failed to accommodate the employee/applicant request.

Your interest in E.H. Anderson Public Relations is appreciated and we assure you that we are interested in your qualifications. A clear understanding of your background and work history will aid our Agency in placing you in a position which, in our judgement, best meets our needs and your qualifications.

You must complete the entire application to be considered for employment. PERSONAL (Last) (First) (Middle) Date of Application Address _____ (Number) (Street) (City) (State) (Zip code) Best time to call Contact Number (Social Security Number Are you legally authorized to work in the United States? ☐ Yes □ No DESIRED EMPLOYMENT Do you prefer:

Full-Time ☐ Part-Time ☐ Other Position(s) applied for If part time or other, please specify hours and days Mon. ______ Tues. _____ Wed. ____ Thurs. _____ Fri. _____ Sat. ____ Sun. _____ Salary desired for position \$ _____ Date available to begin _____ If yes, specific length of time _____ Seasonal, project or occasional employment? ☐ Yes ☐ No ☐ Graphic Design Please check all skill areas you ☐ Social Media Management ☐ Project Management possess or have experience in: ☐ Copywriting ☐ Newsletter Production ☐ Google Analytics ☐ Other ☐ Customer Service ☐ Video Production Software/SEO/Programs: ☐ iOS ☐ iWork ☐ Adobe Photoshop ☐ Adobe Illustrator ☐ Wordpress ☐ Adobe InDesign ☐ G Suite (Google Apps) ☐ Google Analytics ☐ Dropbox Other software/SEO/programs How did you learn about this position at E.H. Anderson Public Relations

□ Referral □ Facebook □ Job Search Engine □ LinkedIn □ Other_____

WORK HISTORY Please complete the following in chronological order, beginning with your most recent employment.

Employer:	Hourly Rate/Salary	Work responsibilities:
Address:	starting final	
Job title:	Date employed	
		\dashv
Supervisor:	beginning end	
Reason for leaving:	beginning chu	
Employer:	Hourly Rate/Salary	Work responsibilities:
Address:	starting final	
Job title:	Date employed	
Supervisor:	beginning end	
Reason for leaving:		
	1	
Employer:	Hourly Rate/Salary	Work responsibilities:
Address:	starting final	
		_
Job title:	Date employed	
Supervisor:		
·	beginning end	
·	beginning end	
·	beginning end	
Reason for leaving:	beginning end may we contact your current en	nployer? □Yes □No
Reason for leaving:		nployer? □Yes □No
Reason for leaving: If you are currently working,	may we contact your current en	nployer? □Yes □No nirty (30) days upon receipt
Reason for leaving: If you are currently working, This Application will rem	may we contact your current en	
Reason for leaving: If you are currently working, This Application will rem	may we contact your current en	
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If you are currently working, This Application will rem PROFESSIONAL REFERENCES Name: Naddress: Address: Address: Mobile number () Number of years known: Email Er	may we contact your current en ain active for a period of th ame: ddress: bille number ()	nirty (30) days upon receipt Name: Address: Mobile number () Number of years known:

EDUCATION							
High School	Name	Years Completed	Diploma/Degree	Courses of Study			
	Location	1 2 3 4					
College	Name	Years Completed	Diploma/Degree	Courses of Study			
	Location	1 2 3 4					
Graduate	Name	Years Completed	Diploma/Degree	Courses of Study			
	Location	1 2 3 4					
	Name	Years Completed	Diploma/Certification	Courses of Study			
and/or Certification	Location	1 2 3 4					
CRIMINAL RECORD							
Have you been convicted of a felony or misdemeanor crime? ☐ Yes ☐ No							
If the answer to this question is yes, give details including date, location (city/town), nature of offense(s) and disposition.							

ADDITIONAL	INFORMATION

Military Service Record				
Ar	e you a United States Veteran? Yes No If yes, please list experience and special training received in the military:			
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Are	Are you currently in the reserves? ☐ Yes ☐ No			
Ge	eneral Information			
•	Are you able to be bonded? ☐ Yes ☐ No			
•	• If hired, do you have reliable transportation to and from work? \square Yes \square No			
•	• Do you have a valid Texas driver license? ☐ Yes ☐ No			
•	Do you have any friends or relatives that have worked or are working at E.H. Anderson Public Relations? ☐ Yes ☐ No If yes, list name(s)			

A conviction record will not necessarily preclude an applicant from an offer of employment.

Agreement and Authorization

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete. I also agree that any false information, misrepresentations, or omissions, whether oral or written, may disqualify me from further consideration for employment and may result in discipline or dismissal if discovered at a later date. I also agree to permit, with notice, E.H. Anderson Public Relations to conduct any background investigation procedure it deems necessary with respect to my Application and, in the event of hire, or while employed. I also release E.H. Anderson Public Relations from any and all liability if whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I authorize a thorough investigation of all statements and references contained in this application and of my employment history, including discipline and attendance records, and agree to cooperate in such investigation. I consent to and release from all liability and responsibility all persons and corporations requesting or supplying such information and waive my right to notice of such disclosure.

I give my consent to E.H. Anderson Public Relations, through an authorized testing service of its choice, to collect blood, tissue, and urine or saliva samples from me and to conduct any other necessary medical tests to determine the presence of alcohol, drugs, or controlled substances. Further, I give my consent for the release of the test results and other relevant medical information to authorized E.H. Anderson Public Relations management members for appropriate review. If I am accepted for employment by E.H. Anderson Public Relations, I consent to be tested in the above manner during my employment when, in the Agency's judgment, and if such testing is appropriate. I acknowledge that remaining free of illegal drugs and complying with E.H. Anderson Public Relations' substance abuse policy is a condition of my employment.

Should I receive an offer of employment, I agree to submit to any physical or psychological medical examination. I further authorize any physician or entity conducting such medical examination to release the results of such examination to authorized management of E.H. Anderson Public Relations.

I understand that if I have a protected disability that affects my ability to apply for a position with E.H. Anderson Public Relations or to perform the job I seek, I may ask E.H. Anderson Public Relations to attempt to make a reasonable accommodation for it. I must let E.H. Anderson Public Relations know about the need for my accommodation as soon as possible. Reasonable accommodation will be made based on state and federal compliance and with consideration of undue hardship to the Agency.

I understand that either party may terminate an employment relationship, with or without cause, at any time, with or without notice, for any reason, or for no reason at all and further agree that any employment arrangement may only be altered in writing directed to me personally and signed by the president of E.H. Anderson Public Relations. I agree that I shall be bound by the rules, policies, regulations, terms and conditions of employment of E.H. Anderson Public Relations as they are from time to time changed, and no additional obligations can be imposed on E.H. Anderson Public Relations except those which have been acknowledged in writing, by the president of E.H. Anderson Public Relations or their designated representatives.

I hereby authorize E.H. Anderson Public Relations to deduct from my pay an established amount, of which I will be notified, deemed necessary to offset damages caused by me or the value of property or money trusted to me, or owed by me to E.H. Anderson Public Relations in the event of termination of my employment.

have read, and fully understand the authorization and agreeme	ent
Applicant signature	Date
Print name	
Reference Documentation (Office Use Only)	
Source:	Source:
Date:	Date:
Reviewed by:	Reviewed by:
Testing:	
☐ Spelling ☐ Copywriting ☐ Programs (software)	☐ Graphic Design ☐ Other
Approved for hire: ☐ Yes ☐ No	Authorized by