



# EMPLOYMENT APPLICATION

161 North Clark Street, Suite 2900 Chicago, IL 60601  
(312) 917-6240

Graham Media Group ("GMG" or "Company") is an Equal Opportunity Employer. In addition to complying with the requirements of federal law, GMG will comply with applicable state and local laws prohibiting employment discrimination.

Print Full Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Work Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

Position Desired \_\_\_\_\_ Acceptable Salary Range \_\_\_\_\_

Date available for employment \_\_\_\_\_

Have you ever been employed by GMG or any other of our stations? \_\_\_\_\_

Referral source: \_\_\_\_\_

Do you have any relatives currently employed by GMG or any division of Graham Holdings Company? Yes No  
If yes, list person's name, title, company division / location: \_\_\_\_\_

Upon hire, can you provide satisfactory documentation of your legal rights to work in the USA? Yes No

## EDUCATION

Name of School	Location	Degree/Diploma/Certificate and Major or Area of Study	Graduate Y or N
High School	_____	_____	_____
College	_____	_____	_____
Graduate School	_____	_____	_____
Vocational School	_____	_____	_____
Other	_____	_____	_____

## OTHER INFORMATION

Business Machines/Technical Equipment you can operate \_\_\_\_\_

Driver's License No. \_\_\_\_\_ State \_\_\_\_\_ Expires \_\_\_\_\_ Type \_\_\_\_\_

**EMPLOYMENT HISTORY**

(List all employment, most recent position first, include military service)

From \_\_\_\_\_ to \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Supervisor's Title \_\_\_\_\_

Type of Business \_\_\_\_\_ FT or PT? \_\_\_\_\_

Job Title \_\_\_\_\_

Responsibilities \_\_\_\_\_

\_\_\_\_\_

Reason for leaving \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Supervisor's Title \_\_\_\_\_

Type of Business \_\_\_\_\_ FT or PT? \_\_\_\_\_

Job Title \_\_\_\_\_

Responsibilities \_\_\_\_\_

\_\_\_\_\_

Reason for leaving \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Supervisor's Title \_\_\_\_\_

Type of Business \_\_\_\_\_ FT or PT? \_\_\_\_\_

Job Title \_\_\_\_\_

Responsibilities \_\_\_\_\_

\_\_\_\_\_

Reason for leaving \_\_\_\_\_

**REFERENCES**

Name \_\_\_\_\_ Title \_\_\_\_\_ Company \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Your connection to reference \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Company \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Your connection to reference \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Company \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Your connection to reference \_\_\_\_\_

**APPLICANTS MUST READ AND SIGN**

I certify that this application has been examined by me and that I am subject to discharge if any of the statements I made herein or any oral or written statements I made in the interview process are found to be false or if I have omitted facts called for in this application. I authorize verification of all statements contained in this application. I release from all liability and hold harmless all persons, companies and/or agencies supplying such information.

I understand and agree that employment at this Company is on an "at-will" basis (unless I sign an employment contract which provides otherwise) and that as an at-will employee I may terminate my employment at any time and that the Company has the right to terminate my employment at any time with or without cause.

I understand that any offer of employment is conditional upon satisfactory completion of an investigative background check, drug screen, employment/education verification, and reference checks. I certify that I am willing to take examinations when required, and release the Company from any liability for actions or decisions made as a result of such exams. I also understand that, as a condition of employment, I must be able to show proof that I am fully vaccinated against the coronavirus on my first day of employment, to the extent permitted by applicable law, unless I qualify for a medical or religious accommodation.

I authorize the request and release of information from the appropriate state department handling driver's licensing and records concerning my driving record including all accidents and violations. I understand that I must notify Company management if ever my auto insurance is cancelled, denied or otherwise not in effect; or if my driver's license is suspended or revoked.

I acknowledge that any vehicle, locker, desk, computer, etc. provided me are Company property and subject to inspection with or without notice and that storage of any personal property is at my own risk. I will comply with the GMG Social Media Policy and understand and agree that GMG owns all social media "Work Accounts," as that term is defined in the Social Media Policy.

I authorize the deduction from my final paycheck of any amount I owe the Company.

In consideration of the Company's agreement to review my application for employment, I agree to resolve any and all legal claims, disputes or controversies arising out of or relating to my application for employment, and to the extent I am employed by GMG, my employment and/or cessation of employment with GMG, exclusively by final and binding arbitration in accordance with the GMG Employment Arbitration Policy ("Policy"). A copy of the Policy has been made available for my review.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_



KPRC  
 8181 Southwest Freeway  
 Houston, TX  
 (713) 222-2222  
 Click2houston.com



WDIV  
 550 W. Lafayette Blvd.  
 Detroit, MI 48226  
 (313) 223-2260  
 Clickondetroit.com



WKMG  
 4466 John Young Parkway  
 Orlando, FL 32804  
 (407) 521-1200  
 Clickorlando.com



KSAT  
 1408 North St. Mary's St  
 San Antonio, TX 78215  
 (210) 351-6200  
 KSAT.com



WJXT / WCWJ  
 4 Broadcast Place  
 Jacksonville, FL 32207  
 (904) 399-4000  
 News4jax.com  
 Yourjax.com



WLS - TV  
 821 5th Street NE  
 Roanoke, VA 24016  
 (540) 981-9126  
 WLS.com



SND  
 Socialnewsdesk.com