

Notice to job applicants

Wick Communications and this newspaper conducts comprehensive background screening of all potential full time and certain part time new hires. Before making a final offer of employment the applicant will be asked to provide the company with written consent to conduct the background screening.

The background screening will include the following:

SSN Verification	Degree/Education Verification
Federal Criminal Records Search	Nationwide Criminal Wants and Warrants
Criminal History	Registered Sex Offender Search (states lived)
State Prison Record Search (States Lived)	Federal Prison Record Search
Identification Verification/Credit Header Report	Credit Report
State Driving Record	7-year Employment Verification
Federal/State Bankruptcy Search	Federal & State Civil Records Search

Any applicant that refuses consent to a background screening will not be hired by the company.

Any applicant that provides false information on an application for employment or the background consent form will not be hired.

Background screening information will be confidential and only shared on a need to know basis.

Any adverse decision made because of information resulting from the background screening will be shared with the applicant.

APPLICANT'S CERTIFICATION AND AGREEMENT

The submission of the attached application for employment to Wick Communications Company (WICK) is a preliminary step to employment. It does not obligate the employer to offer employment or the applicant to accept employment.

This application should be filled out fully. The information given will be used to determine whether the applicant's experience and training are compatible with the needs of WICK. This application will expire thirty days after the date signed. If you are still interested in a position after thirty days, a new application must be filed.

The applicant's signature below indicates his/her agreement to sign any documents which will authorize the employer to contact all references listed by the applicant, both personal and employment, and to conduct a complete investigation in conjunction with this application. The applicant will authorize all former employers to provide to WICK information concerning the applicant's education, training, experience, qualifications, and job performance to be used for the purpose of evaluating the applicant for employment.

The applicant's signature below also verifies that the information provided in this application is true and complete to the best of his/her knowledge. The applicant understands that if he/she is employed by WICK, any misrepresentation, false statement or omission contained herein will be considered cause for dismissal.

The applicant understands that he/she is applying for a non-contractual and an employment-at-will position. This means that should the applicant be hired, the applicant may terminate the employment relationship at any time, with or without cause or notice; likewise, WICK may terminate the employment relationship at any time, with or without cause or notice. No oral statements or representations made either before or during employment can change or modify this non-contractual and at-will relationship.

If the applicant is employed by WICK, it will be necessary for the employer to have a copy of certain documents, which are required by law, sufficient to prove the applicant's eligibility to work in the United States.

Circumstances may arise during employment making it necessary, in the judgment of the employer, for an employee to submit to a search or to take a job-related drug or alcohol examination, which will be conducted at the employer's expense. Acceptance of employment constitutes the applicant's agreement to submit to such searches and examination as a condition of continued employment, if requested to do so by the employer.

I have read and I agree to the above terms and conditions.

Date: _____

Signature of Applicant

Print Name



WICK COMMUNICATIONS COMPANY
AN EQUAL OPPORTUNITY EMPLOYER
APPLICATION FOR EMPLOYMENT
(Please print)

POSITION APPLIED FOR: _____
(This application will only be considered for the position applied for)

Name _____ Date _____

Address _____
 _____ City State Zip

Telephone (____) _____ Social Security Number (last four digits) _____

1. Are you a U.S. Citizen or otherwise authorized to work in the U.S. on an unrestricted basis? Yes ____ No ____
2. Have you ever been convicted or pled guilty to a crime, other than a minor traffic offense? Yes ____ No ____
 If yes, when, where and why. (Answering "yes" to this question does not automatically disqualify you for employment.) _____
3. This position requires driving ____ does not require driving ____ . Can you provide the following:
 A valid driver's license? Yes ____ No ____ A DMV Report? Yes ____ No ____
 Proof of automobile insurance? Yes ____ No ____
4. Have you ever been fired from a job or asked to resign? Yes ____ No ____ If so, when, where, why? _____

5. Are there any hours or days you cannot or will not work? _____
6. How did you learn of this opening? _____
7. Do you have any relatives working for Wick? Yes ____ No ____ If yes, who? _____
8. Have you ever worked for Wick or any of its divisions? Yes ____ No ____ If so, where? _____

EDUCATION

Name/Location Of School	Years Attended	Major	Diploma/ Degree
High School _____			
College _____			
Other _____			

EMPLOYMENT HISTORY

May we contact you current employer? Yes ____ No ____

Begin with most recent employer:

Company Name _____ Address _____ Telephone _____

Date Started _____ Starting Salary \$ _____ Per _____ Starting Position _____

Date Left _____ Salary on Leaving \$ _____ Per _____ Position on Leaving _____

Name and title of supervisor _____

Responsibilities _____ Reason for Leaving _____

Company Name _____ Address _____ Telephone _____

Date Started _____ Starting Salary \$ _____ Per _____ Starting Position _____

Date Left _____ Salary on Leaving \$ _____ Per _____ Position on Leaving _____

Name and title of supervisor _____

Responsibilities _____ Reason for Leaving _____

Company Name _____ Address _____ Telephone _____

Date Started _____ Starting Salary \$ _____ Per _____ Starting Position _____

Date Left _____ Salary on Leaving \$ _____ Per _____ Position on Leaving _____

Name and title of supervisor _____

Responsibilities _____ Reason for Leaving _____

OTHER TRAINING OR EXPERIENCE

In addition to your work history, what other experiences or skills especially qualify you to work with us?

MILITARY SERVICE

Branch of Service _____ From _____ To _____

Rank and Duties _____

Date Discharged _____ Was Discharge Honorable? _____

If Answer is "No", please explain: _____

(Answering "no" to this question does not automatically disqualify you from employment.)

WORK RELATED REFERENCES

Name	Address	Years Known	Telephone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

It is our policy to provide equal employment opportunity to all employees and applicants for employment. No person will be discriminated against because of race, religion, age, color, sex, national origin, or disability.

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If the applicant is employed by WICK, it will be necessary for the employer employee to produce certain documents which the employer determines are sufficient to prove the applicant's eligibility to work in the United States.

Circumstances may arise during employment making it necessary, in the judgment of the employer, for an employee to submit to a search or to take a job-related drug or alcohol examination, which will be conducted at the employer's expense. Acceptance of employment constitutes the applicant's agreement to submit to such searches and examination as a condition of continued employment, if requested to do so by the employer.

The hiring of all full time positions and certain part time positions are subject to background screening. Providing false information on a background screening consent form will result in the individual not being hired. Any adverse decision made as a result of background screening results will be made known to the individual.

Signature _____ Date _____

Print Name _____