



Captivate Network, a division of Gannett
 Satellite Information Network, Inc.
 Human Resources Department
 Two Executive Drive, Suite 301
 Chelmsford, MA 01824
 (978) 392-4441 FAX: (978) 392-0312
 HR@captivate.com

Employment Application

Personal Information

Name:		Date:
Home Address:		
City, State Zip:		
Home Phone:	Cellular Phone:	Other Phone:

Position

Title:	Salary Expectation: \$
Referred By:	Date Available:

Can you, with or without reasonable accommodation, perform the essential functions of this position? (Yes) (No)

Education

High School (Name, City, State)		
Technical School:		
Undergraduate College:	Degree & Major:	# Yrs completed:
Graduate School:	Degree & Major:	# Yrs completed:

Other education and training relevant to the position you seek: _____.

List any educational honors and scholarships, and pertinent professional affiliations and activities: _____.

Have you previously been employed by Gannett? (Yes) (No) If yes, provide dates of employment, location, and name or supervisor: _____

Do you currently have relatives employed by Gannett? (Yes) (No) If yes, provide names, relationships to you, and positions within Gannett: _____

Have you ever used a different name or maiden, nickname necessary for us to verify your work or school records? (Yes) (No) If yes, provide names and dates used: _____.

Are you under age 18? (Yes) (No) If yes, what is your birth date: _____.

Have you ever been convicted of a criminal offense other than a minor traffic violation: (Yes) (No) If yes, explain fully: _____.

Note: This application will be considered without regard to race, creed, color, religion, national origin, age, gender, sexual orientation, disability, marital status, ancestry or veteran status.

Employment Experience

PLEASE TYPE or PRINT YOUR NAME HERE: _____

COMPLETE ALL INFORMATION IN FULL (A resume may not be substituted but may be included as a supplement)

If you are currently employed, may we contact your present employer? (Yes) (No)

Company:		Job Title:	
Address:		Telephone:	
From: (Month/Year)		To: (Month/Year)	
Starting Salary (required) \$		Ending Salary (required) \$	
Immediate Supervisor		Reason for Leaving:	
Responsibilities:			
Company:		Job Title:	
Address:		Telephone:	
From: (Month/Year)		To: (Month/Year)	
Starting Salary (required) \$		Ending Salary (required) \$	
Immediate Supervisor		Reason for Leaving:	
Responsibilities:			
Company:		Job Title:	
Address:		Telephone:	
From: (Month/Year)		To: (Month/Year)	
Starting Salary (required) \$		Ending Salary (required) \$	
Immediate Supervisor		Reason for Leaving:	
Responsibilities:			

References: Give the names of three professional references including your most recent former managers or supervisors.

Name	Relationship	Company	Current Phone Number

It is unlawful in the state of Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An Employer who violates this law shall be subject to criminal penalties and civil liability.

Are you legally permitted to work in the United States? (Yes) (No) *Special Notice to Applicants: If hired, you will be required to submit proof of U.S. Citizenship or of lawful alien status which permits you to work in the United States.*

I certify that the foregoing information is correct and complete, and that Gannett may terminate my employment for falsification of statements, answers or material omissions made by me in this employment application. I authorize Gannett to investigate these statements, references, previous employers (except current employer if specified above) and school records and authorize the release of such information without liability. I understand that any job offer would be contingent upon successful completion of a pre-employment background investigation and, in the USA, a drug test. The job is subject to a three-month introductory period. I further understand that employment and compensation can be terminated with or without cause at any time at the option of Gannett and/or myself.

SIGNATURE: _____

DATE: _____

Voluntary Affirmative Action Information

In an effort to comply with government recordkeeping requirements, we ask that you complete this applicant data survey; completion is voluntary and your cooperation is appreciated. Please be advised that your survey is not a part of your official application for employment. It is considered confidential information that will not be used in any hiring decision.

If you choose to complete this section, detach it from your application and return, separately, to the Human Resources Department.

Check one: MALE FEMALE

Check the appropriate ethnic group and race: Hispanic Non-Hispanic American Indian/Alaskan Native
 Asian Black/African American Native Hawaiian/Pacific Islander White/Caucasian

Check if applicable: Vietnam Era Veteran Disabled Veteran