



## EMPLOYMENT APPLICATION

As part of the application process, Digital Satellite Systems may conduct background checks on applicants.

**EQUAL OPPORTUNITY EMPLOYER.** It is our policy to abide by all federal, state and local laws prohibiting employment discrimination based solely on a person's race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), sexual orientation, or any other protected status except where a reasonable, bona fide occupational qualification exists.

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available	Last 4 digits of Social Security No.	Desired Salary	
Position Applied for			
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Do you have any relatives working for the company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, who?
EDUCATION			
High School		Address	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/> Degree
College		Address	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/> Degree
Other		Address	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/> Degree
List any machines, equipment or software programs on which you are qualified and experienced in operating.			
List any languages that you speak fluently		List any languages you read/write fluently	
BUSINESS REFERENCES			
<i>Please list three professional references.</i>			
Full Name		Relationship	
Company		Phone ( )	
Full Name		Relationship	
Company		Phone ( )	
Full Name		Relationship	
Company		Phone ( )	

Applicant Name \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

Company		Phone (    )	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>			

Company		Phone (    )	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>			

Company		Phone (    )	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>			

**MILITARY SERVICE**

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

**ADDITIONAL INFORMATION**

Please include any other information you think would be helpful to us in considering you for employment, such as additional work experience, activities, honors received, etc. You may omit all information that would indicate age, sex, sexual orientation, race, religion, color, national origin or disability.

Applicant Name \_\_\_\_\_

**CRIMINAL RECORD INFORMATION**

- 1. Instructions for answering the next two questions below:
- 2. **All Applicants.**
- 3. Do not include convictions that were sealed, eradicated, erased, annulled by a court, expunged, pardoned, or deferred and withdrawn.
  
- 4. **Convictions/Pleas.** *In the past ten (10) years, have you ever been convicted of, or pled guilty or no contest to, any criminal offense?*      YES       NO
  
- 5. **Pending Charges.** *Have you been arrested for any matters for which you are now out on bail or on your own recognizance*
  - a. *Pending trial?*      YES       NO

*CRIMINAL RECORDS:*

*If you answered Yes to either of the above two questions, please provide the date(s) and describe that criminal record so the individual circumstances can be considered. Criminal convictions or arrests will not automatically disqualify an applicant from employment.*

**AGREEMENT (Please read the following statement carefully.)**

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that falsification or significant omission of information requested in this application or in the application process may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize all persons listed above (and on the accompanying resume, if any) to give Digital Satellite Systems any a all information concerning my previous employment and education and any pertinent information they may have, personal, or otherwise, and release all parties, such persons and Digital Satellite Systems, from liability for any damage that result from furnishing same to Digital Satellite Systems.

If employed by Digital Satellite Systems, I agree to abide by the policies and procedures of Digital Satellite Systems which include Digital Satellite Systems' Anti-Harassment Policy. I further understand that my employment can be terminated, with or without cause or notice, at any time, at the discretion of Digital Satellite Systems or myself. I further understand that no manager or representative of Digital Satellite Systems other than the president of Digital Satellite Systems has any authority to enter into any agreement, oral or written, on behalf of Digital Satellite Systems for a term of employment or to make any assurance or promise of continued employment.

I understand that Digital Satellite Systems may obtain a consumer and/or consumer report for employment purposes that may include information regarding prior employment, work experience, and performance, reasons for employment termination, and information as to character, general reputation, personal characteristics, or mode of living. The report may also contain a records check of driving, criminal, credit, education, degrees, professional licenses and/or certification records depending on the position. By signing this application, I authorize the procurement of a consumer and/or investigative consumer report by Digital Satellite Systems as part of the pre-employment background investigation and if hired, at any time during my employment.

I understand and agree that, subject to applicable law, I may be required to take a drug and alcohol screening test. I hereby give my voluntary consent for a blood and/or urine sample to be collected from me and submitted for testing. I also consent to the release of the test results to Digital Satellite Systems. I understand that any positive drug or alcohol test result may preclude my employment.

**SIGN AND DATE THE FORM**

Applicant's signature

Print Full Name

Date