

We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, physical or mental disability, marital or veteran status, sexual orientation, or any other legally protected status. Discriminatory employment practices are specifically prohibited by the Federal Communications Commission. If you believe your equal employment rights have been violated, you may contact the FCC in Washington, D.C. 20554, or other appropriate state or local agency.

**Applicant for Employment**

Name (Last)	First	M.I.	Home Phone:	
Street Address*	City	State	Zip	Cell Phone:
Position desired	Salary desired	Date available	E-mail address	

**Skills**

Foreign Languages: (Proficiency to speak, read or write)

Office skills and software or equipment operated:

\_\_\_\_\_ Type: \_\_\_ WPM (if applicable)

**Previous Employment**

Company:				Phone:		
Address:				Supervisor:		
Job Title:			Starting Salary: \$			Ending Salary: \$
Responsibilities:						
From: (mm/yy)		To: (mm/yy)		Reason for Leaving:		

Company:				Phone:		
Address:				Supervisor:		
Job Title:			Starting Salary: \$			Ending Salary: \$
Responsibilities:						
From: (mm/yy)		To: (mm/yy)		Reason for Leaving:		

Company:				Phone:		
Address:				Supervisor:		
Job Title:			Starting Salary: \$			Ending Salary: \$
Responsibilities:						
From: (mm/yy)		To: (mm/yy)		Reason for Leaving:		

Lotus contacts prior employers to obtain references regarding work history, conduct and suitability for employment. May we contact your present employer at this time?  Yes  No

**In case of emergency contact:** \_\_\_\_\_ Day phone \_\_\_\_\_

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_ **Address:** \_\_\_\_\_ **Night phone** \_\_\_\_\_

**Doctor\*** \_\_\_\_\_ **Address** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

\*Employees are responsible for providing Lotus with information concerning a change in doctor, address and phone number

**EDUCATION**

Circle highest grade completed - High School 9 10 11 12 College 1 2 3 4 Graduate 1 2 3 4

Name of school Location Course of study

High School

Graduate? Yes/No

Business or Technical College

Degree in

College/University

Degree in

Graduate School

Degree in

Adult Training or Special Education

**HOW DID YOU HEAR ABOUT US?**

Name specific newspaper: \_\_\_\_\_

Current or former employee: \_\_\_\_\_

Name specific personal reference: \_\_\_\_\_

Name specific public or private employment agency: \_\_\_\_\_

Name specific recruitment source organization: \_\_\_\_\_

Internet Website: \_\_\_\_\_

Name specific educational institute: \_\_\_\_\_

- 1. If hired, can you show proof of identity and right to work in the U.S.?  Yes  No
- 2. Check position applying for:  Full time  Part time  Temporary
- 3. Are you willing to work overtime?  Yes  No
- 4. Are there any days or hours you cannot work?  Yes  No

Explain: \_\_\_\_\_

5. Are you willing to use your car for business?

Yes  No

If hired into a position, which requires driving, you will be asked to provide a valid drivers license and proof of insurance.

6. Are you willing to receive further training or further your education outside of working hours?

Yes  No

7. If you are presently enrolled in a school, college or correspondence course or working in an apprenticeship program, enter the name of the school where enrolled, course of study being pursued and estimated date of completion.

\_\_\_\_\_

8. Do you or any member of your household or family, including in-laws, or any business associates, have a financial interest in or connection with a record company, recording artist, broadcast station, program production company, broadcast network, advertising agency, research corporation, CATV system, publisher or publication, station sales representative anywhere in the United States?

Yes  No, If Yes, please describe \_\_\_\_\_

a. Have you, or any member of your household or family, including in-laws, had any such interest within the last three years?  Yes  No

If Yes, please describe \_\_\_\_\_

b. Do you or any member of your household or family, including in-laws, have an option or right-to-purchase any interest in any business listed in question 8?  Yes  No

c. Do you or any member of your household or family, including in-laws, have any interest in any application pending before the FCC?  Yes  No

9. Have you or any member of your household or family, including in-laws, received money, or anything else of value, other than wages:

a. In exchange for playing or mentioning any musical composition or any service, commodity, or enterprise over a broadcast station licensed by the FCC?  Yes  No

If Yes, please describe \_\_\_\_\_

b. To influence in any manner the operation or programming of any broadcast station licensed by the FCC?  Yes  No

If Yes, please describe: \_\_\_\_\_

10. Have you ever been convicted of a felony?  Yes  No

If Yes, please give dates and type of offense: \_\_\_\_\_

(Conviction is not necessarily a bar to employment)

11. Have you ever been denied an application for a local, state or federal license, or its renewal, including denial of an application to which you were a party?  Yes  No

If Yes, please describe \_\_\_\_\_

12. Have you ever had a local, state or federal license revoked or been a party to a licensee whose authorization was revoked?  Yes  No

If Yes, please describe \_\_\_\_\_

13. Are you a plaintiff or defendant in any lawsuit or arbitration proceeding?  Yes  No

If Yes, please describe \_\_\_\_\_

14. Are you a party to any administrative or investigatory proceeding?  Yes  No

If Yes, please describe \_\_\_\_\_

15. Do you know of any reason why you might be obligated to terminate, suspend or limit the hours of your employment within the next year, including military obligations, completion of studies, or return to school?  Yes  No

If Yes, please describe \_\_\_\_\_

**Any "YES" answers to these questions do not necessarily preclude your employment with this company. Explain any "YES" answers on additional paper.**

Employment is with the mutual consent of you and the Company. Consequently, both you and the Company have the right to terminate the employment relationship at any time, with or without cause or advance notice. This employment-at-will agreement constitutes the entire agreement between you and the Company on the subject of termination and it supersedes all prior agreements. Although other Company policies and procedures may change from time to time, this employment-at-will agreement will remain in effect throughout your employment with the Company unless it is specifically modified by an express written agreement. This employment-at-will relationship may not be modified by any oral or implied agreement.

I certify that I have read each of the questions in this application form and that I understand each question. My answer to each question is complete, correct and truthful. I shall inform Lotus of any changes in circumstances within 30 days of their occurrence, if they alter my answer to any of the questions. I authorize Lotus or its agents to investigate the correctness, completeness and truthfulness of my answers and any other information provided by me to Lotus in connection with this Application or in any supplement thereto or during my employment by Lotus.

In consideration of my employment by Lotus, I acknowledge that the radio stations operated by Lotus are regulated by the Federal Communications Commission in the public interest and that my conduct must conform to high moral, ethical and legal standards. I have no objection to signing an employee affidavit to abide by Federal Communications Commission Regulations. I understand that proof of my identity and right to work in the United States will be required upon employment. I agree to adhere to the rules and regulations established by Lotus. I expressly acknowledge that Lotus' radio stations serve audiences which include children and other sensitive individuals and that the broadcasting of material which reasonably may be offensive to them is against the public interest and not in keeping with the Station's obligation to serve its community, and in addition may jeopardize Lotus' rights to remain the licensee of the Station, which, among other things, may jeopardize the jobs held by employees of the Station. Accordingly, I pledge to refrain from participating in any involvement in disseminating over Station facilities any material, which is obscene, indecent, profane, contains national, racial, religious or ethnic slurs, encourages illegal gambling, entails fraud or the promotion of products or services which are illegal in the state in which the station is located.

\_\_\_\_\_  
**Signature of Applicant** **Date** \_\_\_\_\_



Lotus  
EEO Data Form

Lotus Communications is subject to certain governmental record keeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self identify their race and ethnicity. Submission of this information is voluntary. Refusal to provide it will not subject you to any adverse treatment. The information will be kept confidential and will be used only in accordance with the provisions of applicable laws, executive orders and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

The data requested on this form is solely to assist Lotus in complying with the FCC's equal employment opportunity obligations. This form will be maintained in a file separate from your resume and/or employment application. The information you provided on this form will not be available to the person who evaluates your employment application, and will not be used in any way in determining the terms of your employment.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Source(s) from which you learned about the job for which you are hired.

(Name of newspaper, magazine, school, employment agency, organization, station employee, website or other.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Race / Ethnicity:  
(Check only one.)

- \_\_\_\_\_ White (Not Hispanic or Latino)
- \_\_\_\_\_ Two or more races (Not Hispanic or Latino)
- \_\_\_\_\_ Black or African American (Not Hispanic or Latino)
- \_\_\_\_\_ Hispanic or Latino
- \_\_\_\_\_ Asian (Not Hispanic or Latino)
- \_\_\_\_\_ Native Hawaiian/Other Pacific Islander (Not Hispanic or Latino)
- \_\_\_\_\_ American Indian or Alaska Native (Not Hispanic or Latino)

Note: If you are Hispanic or Latino of two or more races, ONLY check Hispanic or Latino.

Gender: \_\_\_\_\_ Male  
\_\_\_\_\_ Female

- Self - Identify
- I do not wish to fill out this form.

Employee Initials: \_\_\_\_\_

For Employer Use only:

- Visual Observation

Station Employee Name & Job Title

Signature

Date