

The Sacramento Bee

APPLICATION FOR EMPLOYMENT

*Mail: P.O. Box 15779, Sacramento, CA 95852 Location: 2100 Q Street, Sacramento
www.sacbee.com*

It is the policy of The Sacramento Bee to provide equal opportunity for all applicants. The Sacramento Bee does not discriminate in its employment and personnel practices because of a person's race, color, religion, sex, national origin, age, marital status, sexual orientation, ancestry, medical condition, family care status, pregnancy, physical or mental disability (except where physical fitness is a valid occupational qualification) or any other basis protected by laws.

NOTE: Employment applications are retained in the Company's active file for 90 days only and only considered with regard to the actual position applied for. Applicants must reapply after that time if they are still interested in employment and must reapply if they are interested in a different position than listed in this Application.

GENERAL INFORMATION

NAME (FIRST, MIDDLE, LAST)			DATE OF APPLICATION	
ADDRESS				
CITY	STATE	ZIP CODE	HOME PHONE ()	CELL PHONE ()
If related to any employee(s) at The Sacramento Bee or The McClatchy Company, state their name: _____				
If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in the U.S.? (Examples of proof are driver license and social security card, passport, etc.) YES ____ NO ____				

POSITION APPLIED FOR (you must list a specific position or this Application cannot be considered):
HOW DID YOU HEAR ABOUT THIS POSITION? Sacbee.com ____ Other website (please name) _____ College/School ____ Newspaper ad ____ Employee Referral (Please name) _____ Other _____
After a job offer, job placement is contingent upon your passing a job-related physical exam and drug screen. Are you willing to take a physical exam and drug screen at our expense? YES ____ NO ____
COMPLETE THIS SECTION IF YOU ARE APPLYING FOR A DRIVER POSITION OR POSITION FOR WHICH YOU MAY BE REQUIRED TO DRIVE A VEHICLE
DRIVER LICENSE NUMBER _____ CLASS OF LICENSE _____ STATE OF ISSUE _____
HAVE YOU EVER HAD YOUR LICENSE SUSPENDED OR REVOKED? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, WHEN? _____
HAVE YOU HAD ANY TRAFFIC VIOLATIONS IN THE LAST 3 YEARS? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, GIVE DATE, CHARGES AND DISPOSITION: _____ _____

Are you at least 18 years of age? YES ___ NO ___ Have you been employed under any other name(s) besides the one on this application? List name(s)_____	Have you previously been employed by The Sacramento Bee or any McClatchy entities before? YES ___ NO ___ Company(s)_____ Position/date (s) _____
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Have you ever been convicted of a felony? YES ___ NO ___

(It is not necessary to disclose minor traffic violations; misdemeanor convictions that have been removed from your record, sealed or dismissed upon completion of probation; any convictions for which the record has been judicially ordered sealed, expunged, statutorily eradicated and/or for which you were ordered to any pretrial or post-trial diversion program. You also do not need to provide information concerning convictions for marijuana related offenses that are more than two years old.)

If yes, state the nature of the felony or felonies:_____

Date of conviction:_____ Place of conviction:_____

Disposition of case:_____

Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position applied for may, however, be considered.

WORK EXPERIENCE

LIST ALL POSITIONS, MOST RECENT FIRST. Account for periods of self-employment and unemployment. PLEASE DO NOT SUBSTITUTE A RESUME FOR THIS INFORMATION. A resume may be attached as a supplement to your employment record.

NAME OF COMPANY		DATES OF EMPLOYMENT	
ADDRESS		FROM: ___ / ___ / ___ TO: ___ / ___ / ___	
CITY	STATE	ZIP	JOB TITLE
MAJOR RESPONSIBILITIES			
PHONE NUMBER ()	May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO		
PART TIME <input type="checkbox"/>		FULL TIME <input type="checkbox"/>	
SALARY	<input type="checkbox"/> HOURLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> ANNUALLY		
SUPERVISOR'S NAME AND TITLE		REASON FOR LEAVING	

NAME OF COMPANY		DATES OF EMPLOYMENT	
ADDRESS		FROM: ___ / ___ / ___ TO: ___ / ___ / ___	
CITY	STATE	ZIP	JOB TITLE
MAJOR RESPONSIBILITIES			
PHONE NUMBER ()	May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO		
PART TIME <input type="checkbox"/>		FULL TIME <input type="checkbox"/>	
SALARY	<input type="checkbox"/> HOURLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> ANNUALLY		
SUPERVISOR'S NAME AND TITLE		REASON FOR LEAVING	

APPLICANT'S ACKNOWLEDGEMENT

I understand and acknowledge the following:

Initial _____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment, and that the answers given by me are true and correct to the best of my knowledge. I understand that falsification, misrepresentation or omission of facts called for in this application, or on any document used to secure employment, shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

Initial _____ I authorize The Sacramento Bee to secure information about my experience with former employers, education institutions and agencies, and for those parties to provide information concerning my experience releasing all parties from any liability arising therefrom. Furthermore, I understand that all offers of employment are contingent upon the successful completion of a thorough reference check.

Initial _____ Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by the Company, I am entitled to copies of any such public records obtained by the Company unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

I waive receipt of a copy of any public record described in the paragraph above.

Initial _____ I understand that employment at The Sacramento Bee is employment at-will as described in California Labor Code section 2922. I understand that nothing contained in this application, or conveyed during any interview that may be granted, or during my employment, if hired, is intended to create an employment contract between me and the Company. In addition, I understand and agree that if I am employed, my employment is at-will and may be terminated at any time, with or without cause and with or without notice, at the option of either myself or the Company, and that no promises or representations contrary to the foregoing are binding on the Company. This statement of the employment at-will relationship is the entire agreement between employees and The Sacramento Bee as to the duration of employment.

Initial _____ I understand that all offers of employment are conditioned on the provision of satisfactory proof of any applicant's identity and legal authority to work in the United States.

Initial _____ I certify that I have read and understand the foregoing and to the best of my knowledge and belief, the information on this form is true and correct.

Signature: _____

Date: _____

HR 8/2009