

Harrisburg Television, Inc.
3235 Hoffman Street
Harrisburg, PA 17110
717-236-2727



Sales Office:
3401 North Front Street
Harrisburg, PA 17110
717-214-3945

Application for Employment

Instructions: So that you will receive full consideration for employment, please be certain to complete all of the spaces on this application. If any information is missing, your application may be delayed or rejected. Please print, except for your signature on the last page of the application.

Position Desired: _____ Date: _____

Name: _____
(Also list stage name if applicable)

Address: _____

Telephone: (Day) _____ (Evening) _____

Cell Phone: _____ Email: _____

Social Security Number: _____ Are you under 18? Yes No
If you are under 18, can you furnish a valid work permit? Yes No

Have you ever been employed by this station, Allbritton Communications or any of their affiliates? Yes No If Yes, provide Station/Company name, date and position

Have you ever been convicted of a crime? Yes No
If yes, please identify the offense and the date and location of conviction. Conviction will not necessarily disqualify you from consideration from employment and factors such as the nature of the crime will be considered.

For the position for which you are applying, are you able to perform the essential duties of the job with or without an accommodation? Yes No

Are you legally eligible for employment in this country? Yes No
Proof of US citizenship or immigration status will be required upon employment.

What is your minimum salary/hourly wage requirement? _____

If driving is an essential job function, (a) list your driver's license number and the state of issue _____ (b) have you had your driver's license suspended or revoked in the last 3 years? Yes No

Are you subject to any legal impediments of any kind or nature, including but not limited to any employment agreements, that might affect your ability to perform any job function? Yes No

Educational Background

High School

Name:	Location:
Number of Years Attended:	Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>

College/University

Name:	Location:
Number of Years Attended:	Major:
Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	Degree:

Trade School or Other

Name:	Location:
Period Attended:	Course of Study:
Certification or special designation? Yes <input type="checkbox"/> No <input type="checkbox"/>	Name of Special Designation:

Other Skills or Special Qualifications, Accomplishments or Awards:

References: Please list the name and phone number of 3 business references we may contact. If not applicable, list 3 school or personal references that are not related to you.

Employment History

List your last three employers, assignments, internships or volunteer activities.

Most Recent Employer:

From:	To:	Company Name:
Title:		Address:
Reason for Leaving:		
Beginning Salary:		Ending Salary:
Supervisor:		Telephone:
Please List Job Duties: _____ _____ _____		

May we call for a reference? Yes No

From:	To:	Company Name:
Title:		Address:
Reason for Leaving:		
Beginning Salary:		Ending Salary:
Supervisor:		Telephone:
Please List Job Duties: _____ _____ _____		

May we call for a reference? Yes No

From:	To:	Company Name:
Title:		Address:
Reason for Leaving:		
Beginning Salary:		Ending Salary:
Supervisor:		Telephone:
Please List Job Duties: _____ _____ _____		

May we call for a reference? Yes No

Please Read Carefully

1. **Equal Employment Opportunity** – It is the Station's policy to provide equal employment opportunity to all qualified individuals without regard to race, color, religion, national origin, sex, or other basis prohibited by applicable federal, state or local law, in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination.
2. **Employment At Will** – All employees at this Station, (except those employees who are subject to an express written contract or agreement to the contrary), are employed at will and both the employee and employer are free to terminate the employment relationship at any time at their discretion, with or without cause or notice. No manager, supervisor or employee of this Station, except the General Manager, is authorized to make any contract or agreement regarding employment. Any such contract or agreement must be in writing and properly executed by both the General Manager and the employee or the employee's authorized, designated representative.
3. **Statement by Applicant** – I certify that the information on this application is accurate, complete and subject to verification. I authorize and release from liability all individuals and organizations to provide information requested by this Station. I indemnify the Station, its shareholders and their officers, directors and representatives from any and all liability that may result from making such an investigation. I further certify that the information I have provided on this application and in any interview is true and accurate as well as all other documentation submitted with this application (such as my resume), and I understand any misrepresentation, whenever discovered, is cause for immediate dismissal. I understand this application is active, if I continue to desire employment with this employer and have not been offered a position, for 6 months from the date of completion and signature unless otherwise required by law. At the end of that time period, a new application must be furnished if I remain interested in employment with the Station.

Printed Name: _____

Signature: _____

Date: _____



The Federal Communications Commission requires broadcasters to keep records in order to file reports regarding employment applications and resumes for our open positions.

We would appreciate your assistance. Please complete the bottom of this form and return with your application for employment.

NAME: _____

POSITION APPLIED FOR: _____

PLEASE CHECK AND LIST THE RECRUITMENT SOURCE WHERE YOU FOUND OUT ABOUT THIS POSITION:

WHTM-TV/abc27 Website

PA Career Link

PA Assoc of Broadcasters

Nat'l Press Photographers Assoc

TVJobs.com

Medialine

Trade or Other Association

College/Institution

Please list: _____

Please list: _____

WHTM Employee Referral

Website

Please list: _____

Please list: _____

Walk-in

Other

Please list: _____