



Human Resources Department  
365 Troy Avenue  
Colchester, Vermont 05446

For Office Use Only

## EMPLOYMENT APPLICATION

### Position Desired (A separate application is required for each position)

Position Desired (give exact title): \_\_\_\_\_

### Personal Information (Please notify us of any changes of address or phone number)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ Apt. No.: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Social Security Number (voluntary): \_\_\_\_\_ E-mail: \_\_\_\_\_

Do you currently possess a valid driver's license?    YES    NO    License Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

(mm/dd/yy)

Are you able to perform the essential functions of the job for which you are applying, either with or without accommodation?    YES    NO

If no, please describe the functions which you cannot perform:

### Experience, Education & Training

**Please attach/submit a current resume. All information contained in the resume supplied will be considered part of this application and is subject to the agreement terms stated below**

In addition to the information provided in your resume, please provide the reason for leaving the last two position you have held. Please be as detailed as possible.

Position 1:

Position 2:

May we contact your present employer regarding your qualifications and work record?    YES    NO

Have you ever been terminated, other than layoff, or requested to resign or rejected during probation from employment?

If so, please give name of employer, dates of employment and reasons below. If no, indicate "not applicable."

### Conviction

Have you ever been convicted of a felony or misdemeanor? A "conviction" is any plea, verdict or finding of guilt regardless of whether or not a court imposed a sentence. Please list all convictions since age 18, excluding minor traffic violations and convictions that have been sealed, expunged, or eradicated. Convictions do not automatically disqualify you. The nature of the offense, the date of the offense, the surrounding circumstances, and the relevance of the offense to the position sought may be considered. If not, indicate "not applicable."

### Agreement

**Agreement of Applicant:** I certify that the statements in this application and accompanying materials are true, complete and correct to the best of my knowledge, and understand that misrepresentation or deliberate omission of fact may subject me to disqualification or dismissal. I also understand that any employment with VPR, if offered, is at-will and that VPR may terminate my employment at any time, for any reason and with or without notice.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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## RECRUITMENT & EMPLOYMENT QUESTIONNAIRE

This form will be separated from your application and will not be used in the screening process. This form will only be used in support of Vermont Public Radio's statistical reports on applicants for employment. Submission of this information by you is voluntary. Please be assured that you will not be subject to any adverse treatment if you do not provide the information requested.

### Personal Information (Please notify us of any changes of address or phone number)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

### Position Desired (A separate application is required for each position)

Position Desired (give exact title): \_\_\_\_\_

### Recruitment

**I first learned about this employment opportunity through:**

- A VPR employee (specify employee name): \_\_\_\_\_
- Friend or relative
- The VPR website
- Another job page on the internet (specify website): \_\_\_\_\_
- Job Fair (specify which job fair and the location): \_\_\_\_\_
- Print advertisement (specify newspaper or magazine): \_\_\_\_\_
- Other (specify): \_\_\_\_\_

### Employment

Please respond to the following questions and submit this form with your application packet. The completed form is confidential and will be detached from your application. This information is voluntary and is gathered in accordance with State and Federal laws.

**Check one:**

- Male
- Female

**Check one:**

- American Indian or Alaskan Native – All persons having origins in any of the original peoples of North and South America (including Central America) and who maintain cultural identification through tribal affiliation or community recognition.  
Tribal affiliation: \_\_\_\_\_
- Asian or Pacific Islander – All persons having origins in any of the original peoples of the Far East, Southeast Asia, and Indian subcontinent or the Pacific Islands (excluding the Philippine Islands). These areas include Cambodia, China, Hawaii, Guam, India, Japan, Korea, Malaysia, Pakistan, Samoa, Thailand, and Vietnam.
- Black – When not of Hispanic origin, all persons having origins in any of the Black racial groups of Africa.
- Filipino – All persons having origins in any of the original peoples of the Philippine Islands.
- Hispanic – All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- White – When not of Hispanic origin, all persons having origins in any of the original peoples of Europe, the Middle East or North Africa.
- Other (specify): \_\_\_\_\_

**Vermont Public Radio is an Equal Opportunity Employer**  
VPR provides employment opportunities to qualified individuals without regard to their race, color, religion, national origin, sex, age, disability or any other characteristic protected by law.  
We are dedicated to providing broad outreach regarding career opportunities at VPR and we seek the help of local organizations in referring qualified applicants

to our station. If your organization distributes information about employment opportunities to job seekers, or refers job seekers to employers and would like to receive job vacancy notices from VPR, please contact us at 800-639-2192.  
Or you may write to us at: EEO Information, Vermont Public Radio, 365 Troy Avenue, Colchester, VT 05446