

WLMB TV40
825 Capital Commons Dr.
Toledo, OH 43615



EMPLOYMENT APPLICATION

Application must be filled out completely in order to receive further consideration.

Full Name: _____

Address: _____

City _____ **State & Zip** _____

Day Phone _____ **Evening Phone** _____

Email: _____

Position Applied for _____

Who referred you to us? (Person or agency): _____

Summarize your special skills or qualifications: _____

Are you a citizen of the United States? ___ Yes ___ No

If not, do you have work papers? ___ Yes ___ No

Are you a veteran? ___ Yes ___ No **If yes, branch of service** _____

EDUCATION

High School: _____

Location: _____

Did you graduate? ___ Yes ___ No **Degree:** _____

Business/Trade School: _____

Location: _____

Did you graduate? ___ Yes ___ No **Degree:** _____

College / University: _____

Location: _____

Did you graduate? ___ Yes ___ No **Degree:** _____

Graduate / Prof.: _____

Location: _____

Did you graduate? ___ Yes ___ No **Degree:** _____

PREVIOUS EMPLOYMENT

Most recent:

Firm: _____ Address: _____
Supervisor: _____ Nature of Business: _____
Dates of Employment: _____ Position(s) Held: _____
Ending Salary: _____ Reason for Leaving: _____

Previous Employer:

Firm: _____ Address: _____
Supervisor: _____ Nature of Business: _____
Dates of Employment: _____ Position(s) Held: _____
Ending Salary: _____ Reason for Leaving: _____

Previous Employer:

Firm: _____ Address: _____
Supervisor: _____ Nature of Business: _____
Dates of Employment: _____ Position(s) Held: _____
Ending Salary: _____ Reason for Leaving: _____

CRIMINAL RECORD

Because our mission and purpose as a Christian ministry organization is to bring hope, love, and healing to our viewers, it is of great importance that we endeavor at all times to build our team with people of the highest moral and spiritual character. To maintain our high standards, we must ask all applicants to be prepared to subject themselves to certain personal, employment, and criminal background checks. For that purpose, please answer the following:

- Have you ever been convicted of or pled guilty to a criminal offense (misdemeanor or felony, other than a parking or moving (i.e. speeding ticket) violation) in a court of law? Yes No
- If yes, please provide dates, location(s), and violations(s): _____

- Have you ever been charged for, pled guilty or no contest or been convicted on any criminal violation of any type of sexual misconduct or abuse concerning any person? Yes No
- If yes, please explain: _____

- Have you ever been disciplined, suspended or terminated by any organization due to allegations of any type of sexual misconduct or abuse concerning any person? Yes No
- If yes, please explain: _____

FAITH BACKGROUND

Do you attend church regularly? Yes No Are you a member? Yes No

Church: _____

Address: _____

• Describe when and how you became a Christian: _____

• Describe your Christian walk: _____

• Do you have any personal evangelism and/or discipleship training experience? Yes No
If so, describe your experience(s). _____

INTEREST QUESTIONS

What are your natural talents? _____

List hobbies and interests: _____

POSITIVE EXPERIENCES

This is an important part in helping us determine your compatibility with a ministry like WLMB-TV 40. Please give as much detail as possible in explaining your positive experiences. Take your time and be specific.

List the three most enjoyable achievements you have accomplished in your lifetime.

- Include those experiences that were naturally interesting to you, that you enjoyed doing and in your opinion did well.
- These should be positive experiences in your eyes, not what other people may have felt important or worthwhile.
- They do not have to be earth shattering; rather something meaningful to you.
- They may have occurred at any time – during school, work, at home, pursuing a hobby and so on.
- Please do not include graduation, marriage, birth of children or becoming a Christian among these experiences.

Following are examples of what other people have included as positive experiences:

- "Built secluded forts in creek bottom area that were ideally and strategically located."
- "Made clay sculptures for myself about the third grade."
- "Directed several Christmas programs for our church and put on several puppet shows."
- "Started my own real estate business, expanded to developing land and building houses."
- "Managed a service station at night. Solved a traveler's problem by repairing his car and insuring that he had a place to lodge."
- "Counseling at a youth camp for one week during the summer."
- "I taught myself a computer language from notes my roommate had taken."

Positive Experience 1:

What did you do? _____

How did you go about it? _____

What was your role in it? _____

Positive Experience 2:

What did you do? _____

How did you go about it? _____

What was your role in it? _____

Positive Experience 3:

What did you do? _____

How did you go about it? _____

What was your role in it? _____

REFERENCES

Please furnish the names and addresses of three people to whom you are not related and by whom you have not been employed

Full Name: _____ Address: _____
City _____ State & Zip _____
Day Phone _____ Evening Phone _____

Full Name: _____ Address: _____
City _____ State & Zip _____
Day Phone _____ Evening Phone _____

Full Name: _____ Address: _____
City _____ State & Zip _____
Day Phone _____ Evening Phone _____

WLMB's STATEMENT OF FAITH

1. We believe the Bible to be the inspired, the inerrant authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and His personal return to power and glory.
4. We believe that the salvation of the lost and sinful people is by the grace of God through faith and the shed blood of the Lord Jesus and that regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost; that they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of all believers.

If you are in agreement with WLMB-TV 40's Statement of Faith, please check the appropriate box below:

I do agree, without reservation, to the above Statement of Faith of WLMB-TV 40.

I do not agree to the above Statement of Faith of WLMB-TV 40.

I certify that my answers are true and complete to the best of my knowledge.

I authorize you to make such investigations and inquiries of my personal, employment, education, financial or medical history and other related matters as may be necessary for an employment decision. I hereby release employers, schools, or persons from all liability in responding to inquiries in connection with my application.

In the event I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature of Applicant: _____

Date _____

For WLMB Use Only

Action: _____



**EMPLOYMENT APPLICATION DISCLAIMER
AND ACKNOWLEDGMENT**

**I certify that the information contained in this application is correct to the best of my knowledge.
I understand that to falsify information is grounds for refusing to hire me, or for discharge should I be hired.
I authorize any person, organization or company listed on this application to furnish you any and all
information concerning my previous employment, education and qualifications for employment. I also
authorize you to request and receive any such information.**

**In consideration for my employment, I agree to abide by the rules and regulations of WLMB, which rules
may be changed, withdrawn, added or interpreted at any time at WLMB's sole option and without prior
notice to me.**

**I also acknowledge that my employment may be terminated, or any offer or acceptance of employment
withdrawn at any time, with or without cause, and with or without prior notice at the option of WLMB or
myself.**

Signature: _____

Date: _____

Disc Personality Profile Instructions

WLMB-TV 40 asks that you complete the Disc Personality Profile. To further explain how to complete the Disc Profile, please look at the following example:

	<u>Most</u>	<u>Least</u>
<u>Enthusiastic</u>	<u>X</u>	—
<u>Daring</u>	—	<u>X</u>
<u>Diplomatic</u>	—	—
<u>Satisfied</u>	—	—

In this example, the applicant is indicating that of the four words to the left (enthusiastic, daring, diplomatic, satisfied) that the word that describes their behavior the most in a work environment is the word "enthusiastic" and the word that describes their behavior in a work environment the least of the four words to the left (enthusiastic, daring, diplomatic, satisfied) is the word "daring". This method is the correct way to fill out the 28 groups of words presented on the Disc Personality Profile.

Be yourself and answer the 28 groups of words at a good pace, don't over-analyze your response. There are no right or wrong answers.

DISC Personal Profile

Name _____ Position: _____

Organization: **WLMB-TV 40** Date _____

	<u>Most</u>	<u>Least</u>		<u>Most</u>	<u>Least</u>		<u>Most</u>	<u>Least</u>		<u>Most</u>	<u>Least</u>
Enthusiastic	___	___	Poised	___	___	Attractive	___	___	Impulsive	___	___
Daring	___	___	Observant	___	___	Introspective	___	___	Introverted	___	___
Diplomatic	___	___	Modest	___	___	Stubborn	___	___	Forceful	___	___
Satisfied	___	___	Impatient	___	___	Predictable	___	___	Easygoing	___	___
Cautious	___	___	Tactful	___	___	Logical	___	___	Good mixer	___	___
Determined	___	___	Agreeable	___	___	Bold	___	___	Refined	___	___
Convincing	___	___	Magnetic	___	___	Loyal	___	___	Vigorous	___	___
Good-natured	___	___	Insistent	___	___	Charming	___	___	Lenient	___	___
Friendly	___	___	Brave	___	___	Sociable	___	___	Captivating	___	___
Accurate	___	___	Inspiring	___	___	Patient	___	___	Contented	___	___
Outspoken	___	___	Submissive	___	___	Self-reliant	___	___	Demanding	___	___
Calm	___	___	Timid	___	___	Soft-spoken	___	___	Compliant	___	___
Talkative	___	___	Reserved	___	___	Willing	___	___	Argumentative	___	___
Controlled	___	___	Obliging	___	___	Eager	___	___	Systematic	___	___
Conventional	___	___	Strong-willed	___	___	Thorough	___	___	Cooperative	___	___
Decisive	___	___	Cheerful	___	___	High-spirited	___	___	Light-hearted	___	___
Adventurous	___	___	Stimulating	___	___	Aggressive	___	___	Jovial	___	___
Insightful	___	___	Kind	___	___	Extroverted	___	___	Precise	___	___
Outgoing	___	___	Perceptive	___	___	Amiable	___	___	Direct	___	___
Moderate	___	___	Independent	___	___	Fearful	___	___	Even-tempered	___	___
Gentle	___	___	Competitive	___	___	Confident	___	___	Restless	___	___
Persuasive	___	___	Considerate	___	___	Sympathetic	___	___	Neighborly	___	___
Humble	___	___	Joyful	___	___	Impartial	___	___	Appealing	___	___
Original	___	___	Private	___	___	Assertive	___	___	Careful	___	___
Expressive	___	___	Fussy	___	___	Disciplined	___	___	Respectful	___	___
Conscientious	___	___	Obedient	___	___	Generous	___	___	Pioneering	___	___
Dominant	___	___	Firm	___	___	Animated	___	___	Optimistic	___	___
Responsive	___	___	Playful	___	___	Persistent	___	___	Helpful	___	___