

APPLICATION INSTRUCTIONS

Thank you for your interest in offering us your skills and talents. In order for your application to be fully considered and processed in a timely manner, it is important that you carefully follow all instructions. Please pay particular attention to the following areas:

- Answer all questions completely, giving explanations where needed.
- Furnish a previous address if you have not resided at your present address for 10 years or more.
- If you do not have a work or home phone number, provide a phone number where you can be contacted.
- List only the **specific** position for which you are applying. (Each position requires a separate application.)
- **IF YOU ARE ENCLOSING A RESUME**, you will still need to complete the Employment History section in detail.
- Complete all sections of the **EDUCATION HISTORY** section. It is important that you provide the full names of schools attended.
- Résumés or letters of recommendation cannot be returned. Therefore, retain a copy of these documents for your own record.
- Sign and date the back of your application.
- Use the **EMPLOYMENT HISTORY** section on the back of this page if you need additional space.

Thank you for your cooperation.

Authorization and Release

In connection with my application to and any subsequent employment by NorthStar Studios, Inc., I hereby authorize all corporations, companies, former and current employers, credit reporting agencies, educational institutions, law enforcement agencies, services, and persons to release information they may have about me to Retail Alliance and its agents, or to any other party for the above purpose, and hereby release all such parties from any and all liability for damages of whatever kind to me, my family, heirs or associates as a result of giving such information, except that I do not release anyone who gives information that is known by such person, entity or organization to be false, deliberately intending to harm me or any of my family, heirs or associates.

I also authorize the procurement by NorthStar Studios, Inc. of investigative consumer reports and understand that they may contain information about my background, character, general reputation, personal characteristics, and mode of living, and also my criminal record information and driving record. This authorization, in original or copy form, shall be valid for the present and any future investigative consumer reports and any updates that may be requested for employment services.

PLEASE PRINT:

Last Name

First Name

Middle Initial

Maiden Name/Former Name

Current Address

Former Address

Social Security Number

Date of Birth

Driver's License Number

State of Issue

Signature (will be required upon request)

Date

Disclosure and Authorization

Consumer reports may be obtained on you for employment purposes in connection with your application and during any subsequent employment by NorthStar Studios, Inc. There may be "investigative consumer reports" that include information as to your background, character, general reputation, personal characteristics, and mode of living. You have a right to request disclosure of the nature and scope of any such report, which involves personal interviews with sources such as your neighbors, friends and associates.

I hereby authorize the procurement by NorthStar Studios, Inc. of consumer reports or investigative consumer reports and understand that they may contain information about my background, character, general reputation, personal characteristics, and mode of living, and also my criminal record information and driving record. This authorization, in original or copy form, shall be valid for the present and any future investigative consumer reports and any updates that may be requested for employment services.

PLEASE PRINT:

Last Name

First Name

Middle Initial

Social Security Number

Signature (will be required upon request)

Date

Name:

Last

First

Position:

Application for Employment NorthStar Studios, Inc.

An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

PERSONAL INFORMATION

Mr. _____
 Mrs. _____
 Ms. _____ Social Security # _____ Date _____

Last Name First Middle
 Phone (H) _____ (W) _____ Email Address _____

Current Address _____ How Long? _____
 No. Street City State Zip

Previous Address _____ How Long? _____
 No. Street City State Zip

Date Available to Work _____ Minimum Salary Requirement _____

?? Are you responding to an advertisement? **YES** **NO** Please indicate how you learned of this job opening _____

?? Have you previously been an employee of this Company or one of its affiliates? **YES** **NO**
 Company, Department _____ Date _____ If yes, what name did you use at the time? _____

?? Do you have any relatives working at this Company or any of its affiliates? **YES** **NO**
 If yes, what is his/her name and relationship to you? _____

?? Are you eligible to work in the U.S. ? **YES** **NO** If no, please explain _____
(You will be required to provide proof of your eligibility to work in the U.S. at the time of hiring.)

?? Have you ever been convicted of a felony? **YES** **NO** If yes, please explain _____

?? For driving jobs only: Do you have a valid driver's license? **YES** **NO**
 Driver's license number _____ Class of license _____ State licensed in _____

?? Have you ever had your driver's license suspended or revoked in the last 3 years? **YES** **NO**
 If yes, give details _____

EDUCATION

	School Name and Location	Number of Years	Degree Earned (yes/no)	Major
High School				
College				
Graduate/Other				

SKILLS, LICENSES, CERTIFICATIONS *List such things as CPA, FCC, computer programs, office skills, language skills, equipment operated.*

EMPLOYMENT HISTORY

Please complete in detail, listing the most recent position first. Volunteer positions may be listed. This section must be completed even if submitting a resume.

Company Name: _____ Type of Business: _____ Salary: _____

Address _____ Telephone _____ Position Title _____

Date started _____ Date left _____ Last Immediate Supervisor _____ Reason for leaving _____

Duties/Responsibilities

Company Name: _____ Type of Business: _____ Salary: _____

Address _____ Telephone _____ Position Title _____

Date started _____ Date left _____ Last Immediate Supervisor _____ Reason for leaving _____

Duties/Responsibilities

Company Name: _____ Type of Business: _____ Salary: _____

Address _____ Telephone _____ Position Title _____

Date started _____ Date left _____ Last Immediate Supervisor _____ Reason for leaving _____

Duties/Responsibilities

Further employment history may be submitted on additional page

Have you ever been fired from a job or asked to resign? **YES** **NO** If yes, please explain:

Give three references, not relatives:

Name	Address	Phone
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

1. I hereby certify the information on this application and attachments to be true and correct. I agree that any misrepresentation or omission of facts will invalidate my application; and should I be hired, the aforementioned may be sufficient cause for my dismissal.
2. I understand and agree that employment is for no definite period and may be terminated at any time without prior notice. I further agree that the company has the right to release any information concerning my employment including, but not limited to, my character, habits, ability, and cause of separation; and I release the company from any and all liability concerning such information.
3. I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre- and/or post-employment drug screen as a condition of employment, if required.
4. I understand that if I am extended an offer of employment, it may be conditioned upon my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

5. **AUTHORIZATION FOR RELEASE OF INFORMATION**

TO:
Any Past or Present Employer, Supervisor or Co-worker, Former or Present Neighbors, References, or Institutions, U.S. Armed Forces, U.S. Selective Service System, Maritime Service, State Motor Vehicle Departments, OR
Any Academic Dean, Registrar, Principal, Guidance Counselor, other authorized person at a School (college, business, trade or high school) OR,
Any Credit Reporting Agencies or Retail Merchants Associations, OR
Any County, City, State or Federal Law Enforcement Agency, Clerk or other authorized person at a County, City, State or Federal court:

I, _____, am aware that my background may be investigated in connection with my application for employment and/or during any subsequent employment by NorthStar Studios, Inc., and I hereby authorize and request the release of any and all information you have concerning me to NorthStar Studios, Inc., its subsidiaries, or its agents.

I hereby release NorthStar Studios, Inc., its parents, affiliates, subsidiaries and their respective officers, directors, employees, representatives and agents from any and all liability for damages of whatever kind to me, my family, heirs or associates as a result of such background investigation or as a result of my being granted or denied employment. I agree that a photocopy of this Authorization and Release is as valid as the original.