

Magazine Training International

5376 Tomah Drive, Ste. 210
Colorado Springs, CO 80918
www.magazinetraining.com

Application for Employment

MTI is a mission organization which seeks to coordinate and deploy a variety of publishing training resources and systems in order to strengthen Christian magazine publishing. MTI has been active in Eastern Europe since 1989, in the countries of the former Soviet Union since 1996, and in Asia since 2000, providing consulting help and organizing some 50 conferences on every facet of magazine publishing.

MTI is an Equal Opportunity Employer. Our application form is designed to obtain an applicant's skills, knowledge and abilities based on specific job requirements. Questions are designed to elicit enough data for us to determine an applicant's abilities to successfully perform the job for which she/he is applying. If you desire to apply for a position at MTI, please complete this form and submit via e-mail to carolpohja31@msn.com or fax to 719-572-5511 (PEAK HR, LLC).

Date of application:

PERSONAL INFORMATION

Last Name:		First Name:		MI:			
Street Address:		City:		State:		Zip:	
Emergency Contact Name:				Phone Number:			
Salary Desired?				When Available?			
Have you filled out an application or been employed here before?							
Are you available to work full time?			PT?		Position applying for?		
Can you travel if the job required it?							
How were you referred to us? <input type="checkbox"/> Newspaper Ad <input type="checkbox"/> School <input type="checkbox"/> On my own <input type="checkbox"/> Current Employee <input type="checkbox"/> Agency <input type="checkbox"/> Other							
Name of referral source:							

GENERAL INFORMATION

If not a citizen of the United States, do you have a legal right to remain and work in the US?
Are you at least 18 years of age?
Have you, since 18, been convicted of a misdemeanor or felony, other than minor traffic violations? (Note: Each conviction will be judged in relation to time, seriousness, and circumstances and will not necessarily bar you from employment.) If you answered Yes, describe in full, including date(s):

Are you on lay-off and subject to recall?
Have you ever been bonded?
Have you ever been refused bond?
What foreign languages do you speak, read, and/or write fluently?
What outside personal activities do you enjoy?
List trade or professional organizations of which you are a member, including offices held (you may omit those which indicate your race, religious creed, color, national origin, ancestry, sex, or age):
Explain why you want to work with MTI:
Do you possess a valid Colorado driver's license? (complete only if a job requirement)
Driver's License #:

FORMAL EDUCATION

	High School	College/University	Graduate/Professional
School Name / Location			
Years Completed (Check One)	9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>
Diploma/Degree	HSD <input type="checkbox"/> GED <input type="checkbox"/>	AAS <input type="checkbox"/> BS <input type="checkbox"/> BA <input type="checkbox"/> Other:	MA <input type="checkbox"/> MS <input type="checkbox"/> MBA <input type="checkbox"/> PHD <input type="checkbox"/> Other:
Course of Study			
Describe specialized training, apprenticeship, skills, and extracurricular activities			
College Class Standing or grade point average:			

PROFESSIONAL SKILLS & OTHER QUALIFICATIONS

Keyboarding Speed: _____ (approximate words per minute)
List all computer software proficiencies and list all technology aptitudes and skills:
Please tell us about your heart for missions:
Please list any experience you may have serving as a missionary in a short-term outreach program or previous employment or volunteer position:
Please list any previous work with the public, including group presentation or leadership experience:
List and describe any customer service experience (please include position(s) held, respective dates, & responsibilities):
List any experiences, skills, or qualifications you feel would be helpful to us in considering your application:
List the periodicals you read regularly (i.e., magazines, journals, electronic media, etc.):
What books have you read in the past two months?

EMPLOYMENT HISTORY

List your last three employers (*beginning with your present or most recent*). Include military service assignments and volunteer activities. Feel free to add an additional page if needed.

Company:	Phone #:	Ext.
Street Address:	City:	State: Zip:
Position:	Supervisor:	
Salary Range: Start: End:	Dates Employed: From: To:	

Responsibilities:
Identify areas of personal growth from this job:
Reason(s) for leaving:

Company:		Phone #:	Ext.
Street Address:	City:	State:	Zip:
Position:		Supervisor:	
Salary Range: <i>Start:</i>	<i>End:</i>	Dates Employed: <i>From:</i>	<i>To:</i>
Responsibilities:			
Identify areas of personal growth from this job:			
Reason(s) for leaving:			

Company:		Phone #:	Ext.
Street Address:	City:	State:	Zip:
Position:		Supervisor:	
Salary Range: <i>Start:</i>	<i>End:</i>	Dates Employed: <i>From:</i>	<i>To:</i>
Responsibilities:			
Identify areas of personal growth from this job:			
Reason(s) for leaving:			

REFERENCES

Give name, address, and phone number for three references not related to you, whom you have known for at least one year.

Reference 1

Name:		Phone#:		Ext.	
Street Address:		City:		State:	Zip:
Years Known:	Acquaintance Type?: Friend <input type="checkbox"/> Business Associate <input type="checkbox"/> Other <input type="checkbox"/> (specify):				

Reference 2

Name:		Phone#:		Ext.	
Street Address:		City:		State:	Zip:
Years Known:	Acquaintance Type?: Friend <input type="checkbox"/> Business Associate <input type="checkbox"/> Other <input type="checkbox"/> (specify):				

Reference 3

Name:		Phone#:		Ext.	
Street Address:		City:		State:	Zip:
Years Known:	Acquaintance Type?: Friend <input type="checkbox"/> Business Associate <input type="checkbox"/> Other <input type="checkbox"/> (specify):				

AGREEMENT

I hereby affirm that the information provided on this application (and accompanying resume', if any) is true and complete to the best of my knowledge. I also agree that falsified information given in my application or interview, or significant omissions, may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize you to make such investigations and inquiries as may be necessary in arriving at an employment decision, including contacting my past employers. My present employer **may** **may not** be contacted. I authorize persons, schools, my current employer (if applicable), and previous employers and organizations named in this application (and accompanying resume', if any) to provide any relevant information that may be required to arrive at an employment decision.

I understand also that I am required to abide by all rules and regulations of the company, and that this application is not and is not intended to be a contract of employment. I understand that my employment can be terminated, with or without cause, at any time at the discretion of either the company or myself. I understand that only written policies from the employer are enforceable. I understand that no management official other than the president of the company has an authority to enter into any agreement contrary to the foregoing or to make any oral assurance or promise of continued employment.

Signature

Date