

Employment Experience

List each job held. Start with your present or last job. Include military service assignments and volunteer activities.

Complete this section in its entirety unless you have included **all** of the information on an attached resume.

1	Employer:	Dates		Work Performed
		From:	To:	
	Address:			
	Job Title:	Hourly Rate/Salary		
	Supervisor: Phone #:	Starting:		
	May we Contact: Yes <input type="checkbox"/> No <input type="checkbox"/>	Final:		
Reason for Leaving:				
2	Employer:	Dates		Work Performed
		From:	To:	
	Address:			
	Job Title:	Hourly Rate/Salary		
	Supervisor: Phone #:	Starting:		
	May we Contact: Yes <input type="checkbox"/> No <input type="checkbox"/>	Final:		
Reason for Leaving:				
3	Employer:	Dates		Work Performed
		From:	To:	
	Address:			
	Job Title:	Hourly Rate/Salary		
	Supervisor: Phone #:	Starting:		
	May we Contact: Yes <input type="checkbox"/> No <input type="checkbox"/>	Final:		
Reason for Leaving:				

If you need additional space, please continue on a separate piece of paper.

Education

Complete this section in its entirety unless you have included **all** of the information on an attached resume.

	High	College/University	Graduate/Professional
School Name:			
Years Completed: (Circle)	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree:			
Describe Course of Study:			
List Job-Related Specialized Training, Internship, and Extra-Curricular Activities:			
Honors Received:			

Special Skills

Skills Inventory

	Skill Level 1=Low 5=High						

Summarize special skills and qualifications acquired from employment or other experience related to the job for which you are applying. _

State any additional relevant information you feel may be helpful to us in considering your application.

Other Information

1. Have you ever been convicted of an offense related against the U.S. Government?

Yes No

2. In the past five years, have you been convicted of a felony, or released from prison following conviction of a felony? *

Yes No

*Conviction of a crime may not necessarily disqualify you from employment. Hiring decisions will be based on all of the relevant circumstances, including the nature of the crime and the job for which applied.

References

Give name, address, and phone number of three previous supervisors, co-workers, or clients with direct knowledge of your professional skills.

Name and Relationship	Years Known	Employer	Telephone No.
Name:			
Relationship:			
Name:			
Relationship:			
Name:			
Relationship:			

Agreement

I understand that if I am hired by WHBC, my employment is at-will, meaning that I can resign at any time and for any reason, and the company may release me at any time and for any reason with or without advance notice, and that employment cannot be promised for any definite period of time by any WHBC individual, manager, or officer.

I certify that answers given herein, and on any attachment (hereafter, the "Application"), are true and complete to the best of my knowledge and belief. I authorize the investigation of all statements contained in the Application as may be necessary to arrive at an employment decision, including authorizing any school or employer named in the Application to provide WHBC with any relevant information about me. I hereby consent to the performance of any tests, examination, and analysis as WHBC may consider applicable in reaching an employment decision, and authorize the release and use of the results thereof, and release and discharge WHBC from any liability in connection therewith.

I represent that I am not in any way restricted from employment with WHBC, either by an agreement, memorandum of understanding, or other document that I signed at the request of an employer which purports to govern my activities after termination of my employment with such employer (including non-compete, non-disclosure or other similar agreements). In the early stage of the employment evaluation process, I will provide WHBC with a copy of each and every such agreement that I have signed at the request of my present employer and of any past employers that I have left during the last 5 years. In the event of employment, I understand that any determination by WHBC that I am subject to an agreement restricting my employment may result in discharge (for which action I hereby release WHBC from any and all liability).

In the event of employment, I understand that false or misleading information given or material omissions made in the Application or interview(s) may result in discharge (for which action I hereby release WHBC from any and all liability). I also understand that I am to abide by all WHBC rules and regulations, the Code of Ethics, and the Employee Agreement. I acknowledge that WHBC may change, modify, or deviate from its rules, procedures, wages, and benefits, at any time and without advance notice.

I assign to WHBC and agree not to infringe on WHBC's title and sole right to all inventions, discoveries, improvements, developments, or any other work products which I create or perform for WHBC during the course of my employment. I consent that WHBC shall have the absolute right and permission to copyright, publish, use, or assign any and all photographic portraits or pictures of me taken in conjunction with my employment or at company functions. I waive any right to inspect or approve any finished photographic work used by WHBC. I further agree not to engage in unfair competition of any sort with WHBC, or to disclose or use at any time either during or subsequent to my employment, without WHBC's written permission, WHBC proprietary or private data, confidential information, trade secrets, or other materials or information in which the law recognizes any protectable interests. I specifically agree to the imposition of injunctive relief to stop any such unfair competition, disclosure, or use.

MARYLAND APPLICANTS ONLY: I acknowledge that I have received notification that UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.

MASSACHUSETTS APPLICANTS ONLY: I acknowledge that I have received notification that IT IS UNLAWFUL IN MASSACHUSETTS TO REQUIRE OR ADMINISTER A LIE DETECTOR TEST AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. AN EMPLOYER WHO VIOLATES THIS LAW SHALL BE SUBJECT TO CRIMINAL PENALTIES AND CIVIL LIABILITY.

Signature of Applicant

Date

For Internal Use Only

Hiring manager must complete this certification:

Applicant applied for a position as: Full-Time:
Part-Time:

Applicant was: Hired:
Not Hired:

Reason for Not Employing:

- Lack of relevant experience (specify)*
- Insufficient education (specify)*
- Person hired had more relevant education/experience (specify)*
- Applicant indicated in Question 7, Page 1 that he/she does not possess Work Authorization
- Offer revoked because applicant was unable to produce documents (or receipts for documents) demonstrating Work Authorization within the first three days of employment
- Declined employment offer
- Unable to meet salary requirements
- Staffing Request Form cancelled
- Other (specify)

Signed

Manager's Name/Title

Date

Dept./Location

* Determination of relevant education/experience must be based upon information on the Staffing Request Form for the position to be filled.

Voluntary Affirmative Action Survey

Qualified applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, sexual orientation, gender, national origin, citizenship status (unless required by a government contract), age, marital or veteran status, physical or mental disability, or any other legally protected status.

As a government contractor, we comply with government regulations and affirmative action responsibilities.

Solely to help us comply with affirmative action record-keeping, reporting, and other legal requirements, we ask you to complete the survey below. This information will not be used for hiring, placement, or other decisions related to the terms and conditions of employment.

Last Name: <input style="width: 90%;" type="text"/>	First Name: <input style="width: 90%;" type="text"/>
Job Requisition No: <input style="width: 90%;" type="text"/>	Date: <input style="width: 90%;" type="text"/>

<input type="checkbox"/> Male <input type="checkbox"/> Female
<input type="checkbox"/> White
<input type="checkbox"/> Black
<input type="checkbox"/> Hispanic
<input type="checkbox"/> Asian
<input type="checkbox"/> American Indian/Alaskan Native
<input type="checkbox"/> Native Hawaiian/Pacific Islander

This survey is to be detached from the application at the time of submission to WHBC by a WHBC representative. It will be kept in a confidential corporate file, separate from applicant or human resource files.