



**EDUCATION AND TRAINING**

**HIGH SCHOOL EDUCATION:**

<u>NAME, CITY, STATE</u>	<u>HIGHEST GRADE COMPLETED</u>	<u>DIPLOMA / GED</u>	
_____	_____	YES	NO
_____	_____	YES	NO

**COLLEGE or UNIVERSITY EDUCATION:**

<u>NAME, CITY, STATE</u>	<u>DATES ATTENDED (MM/YYYY)</u>	<u>MAJOR SUBJECTS</u>	<u>GRADUATE</u>	
_____	_____	_____	YES	NO
_____	_____	_____	YES	NO

**RELATED SPECIAL TRAINING**

<u>NAME, CITY, STATE</u>	<u>DATES ATTENDED (MM/YYYY)</u>	<u>TYPE OF DEGREE EARNED</u>
_____	_____	_____
_____	_____	_____

**PROFESSIONAL LICENSE**

<u>STATE LICENSE ISSUED BY</u>	<u>FIELD/TRADE SPECIALIZATION</u>	<u>LICENSE #</u>	<u>EXPIRATION DATE</u>
_____	_____	_____	_____
_____	_____	_____	_____

**SPECIAL SKILLS**

SOFTWARE APPLICATION/SKILLS: \_\_\_\_\_

OTHER SKILLS: \_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT RECORD** (Include Military Service as a part of the employment record. Use the space on the back page to account for any periods of unemployment of one month or more.)

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Employer \_\_\_\_\_ From (month/year) \_\_\_\_\_ To (month/year) \_\_\_\_\_

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Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

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Job Title \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Describe your duties and responsibilities: \_\_\_\_\_

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Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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Employer \_\_\_\_\_ From (month/year) \_\_\_\_\_ To (month/year) \_\_\_\_\_

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Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

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Job Title \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Describe your duties and responsibilities: \_\_\_\_\_

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Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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Employer \_\_\_\_\_ From (month/year) \_\_\_\_\_ To (month/year) \_\_\_\_\_

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Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

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Job Title \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Describe your duties and responsibilities: \_\_\_\_\_

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Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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**GENERAL INFORMATION**

HAVE YOU EVER BEEN CONVICTED, PLEAD GUILTY, OR NO CONTEST, OR FORFEITED BOND OR BAIL FOR ANY CRIME OTHER THAN TRAFFIC VIOLATIONS?    YES                      NO  
(If yes, explain) \_\_\_\_\_  
\_\_\_\_\_

(Conviction of a crime is not an automatic bar of employment. Factors such as the nature and gravity of the crime, the length of time that has passed since the conviction and/or completion of any sentence and the nature of the job for which you have applied will be considered.)

HAVE YOU EVER BEEN EMPLOYED OR ATTENDED SCHOOL USING ANY OTHER NAME?    YES                      NO  
(If yes, explain) \_\_\_\_\_

ARE YOU ABLE TO PERFORM THE PRIMARY DUTIES OF THE JOB WITH OR WITHOUT REASONABLE ACCOMMODATION?    YES                      NO  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE READ CAREFULLY BEFORE SIGNING:**

I certify that I have answered the above questions truthfully and have not withheld any information relative to my application. I understand that any falsification, misrepresentation, or omission, as well as any misleading statements or omissions of the application information, attachments and supporting documents generally will result in denial of employment or immediate termination, if discovered after hire.

I authorize Whitehall to investigate whether I have a criminal record of convictions, and, if so, the nature of such convictions, and all surrounding circumstances of the conviction. Whitehall Boca has advised me that any criminal background check will focus on convictions, and that a criminal record will not necessarily disqualify me from employment.

If hired, I recognize the rules and policies of Whitehall Boca. I understand that my employment and compensation can be terminated at any time, with or without cause, and with or without notice, at the option of Whitehall Boca or myself. I understand that the Administrator is the only person who will ever have the authority to create any other terms of employment and/or to enter into any employment contract and that all such contracts must be in writing and signed by both parties. However, I also understand that unless otherwise stated in an employment contract, the company may change, withdraw and interpret other policies (including wages, hours, and working conditions) as it deems appropriate.

I understand and acknowledge that I may be required to submit to a physical examination, including drug test. Additionally, I hereby authorize the release of the results of such an examination to Whitehall Boca for their use in evaluating my suitability for employment. Further, I release the examining facility and Whitehall Boca from any and all liability, and from any damage that may result from the release of such information.

**Furthermore, my signature below affirms that I am a non-smoker. I understand that as an employee of Whitehall Boca, I will maintain a non-smoking status and will adhere to Whitehall's non-smoking policy. Violation of this affirmation may result in termination of employment.**

I acknowledge reading and understanding the foregoing statements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date