



APPLICATION FOR EMPLOYMENT

THANK YOU FOR CONSIDERING WHITEHALL BOCA IN YOUR JOB SEARCH. WHITEHALL BOCA IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF SEX, AGE, RACE, COLOR, RELIGION, NATIONAL ORIGIN, MENTAL OR PHYSICAL DISABILITY, SEXUAL ORIENTATION, POLITICAL AFFILIATION, MARITAL OR VETERAN STATUS. NO APPLICATION WILL BE REJECTED AS A RESULT OF DISABILITY THAT, WITH REASONABLE ACCOMMODATION, DOES NOT PREVENT PERFORMANCE OF THE ESSENTIAL JOB DUTIES.

PERSONAL INFORMATION

DATE: _____

NAME: _____
Last First

ADDRESS: _____
Number Street Apt.

City State Zip

TELEPHONE: WORK _____ HOME/MESSAGE: _____

DESIRED EMPLOYMENT

POSITION APPLIED FOR: _____

SALARY DESIRED: _____ DATE YOU CAN START: _____

WHO REFERRED YOU TO THIS COMPANY? _____

EDUCATION/TRAINING

Training	Name of School City and State	Major Subjects/ Type of Course	Circle Last Year Completed	Did you Graduate
High School			Years 9 10 11 12	
Business School			No. of Months	
College or University			Less Than 1 year 1 2 3 4	Degree Received?
Additional Schooling			Number of Years	Certificate Received?

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.)

Employer _____ From (month/year) _____ To (month/year) _____

Address _____ Telephone Number _____

Job Title _____ Supervisor's Name _____

Describe your duties and responsibilities: _____

Starting Salary: _____ Ending Salary: _____

Reason for leaving: _____

Employer _____ From (month/year) _____ To (month/year) _____

Address _____ Telephone Number _____

Job Title _____ Supervisor's Name _____

Describe your duties and responsibilities: _____

Starting Salary: _____ Ending Salary: _____

Reason for leaving: _____

Employer _____ From (month/year) _____ To (month/year) _____

Address _____ Telephone Number _____

Job Title _____ Supervisor's Name _____

Describe your duties and responsibilities: _____

Starting Salary: _____ Ending Salary: _____

Reason for leaving: _____

GENERAL INFORMATION

ARE YOU 18 YEAR OF AGE OR OLDER? YES NO

DO YOU HAVE THE LEGAL RIGHT TO WORK IN THE UNITED STATES? YES NO

DO YOU HAVE EXPERIENCE IN, OR HAVE YOU EVER WORKED IN A SIMILAR INDUSTRY OR BUSINESS BEFORE? (If yes, explain) YES NO

HAVE YOU EVER BEEN EMPLOYED OR ATTENDED SCHOOL USING ANY OTHER NAME? YES NO
If yes, explain: _____

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 to 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)

ARE YOU ABLE TO PERFORM THE PRIMARY DUTIES OF THE JOB WITH OR WITHOUT REASONABLE ACCOMMODATION? YES NO
If no, explain: _____

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 my result from the release of such information.

I acknowledge reading and understanding the foregoing statements.

Signature

Date

EMPLOYEE REFERENCE AUTHORIZATION AND INQUIRY

TO: _____

DATE: _____

PHONE NUMBER: _____
(PLEASE LIST SOMEONE WHO IS AVAILABLE DURING DAYTIME HOURS)

Concerning: Name: _____ SS#: _____
Address: _____
Position Applied For: _____

Applicant Authorization: I hereby authorize the above named employer to furnish the information contained in this form concerning my employment. I understand that this information will be held in the strictest confidence.

APPLICANT SIGNATURE: _____
DATE: _____

.....
The applicant was employed by us as an _____
From: _____ To: _____

Please answer the following on the applicant:

Integrity is: ___ High ___ Average ___ Fair
Neatness is: ___ Very Neat ___ Neat ___ Average ___ Fair
Conscientiousness is: ___ High ___ Average ___ Fair ___ Poor
Intelligence is: ___ High ___ Good ___ Average ___ Slow
Skill in Position was: ___ Excellent ___ Good ___ Average ___ Poor
Cooperation was: ___ Excellent ___ Good ___ Average ___ Poor
Absenteeism was: ___ Low ___ Average ___ High

Reason for separation: _____

Would you reemploy: ___ Yes ___ No

Other remarks: _____

Signature of Person Completing Reference

Position

EMPLOYEE REFERENCE AUTHORIZATION AND INQUIRY

TO: _____

DATE: _____

PHONE NUMBER: _____
(PLEASE LIST SOMEONE WHO IS AVAILABLE DURING DAYTIME HOURS)

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- Neatness is: ___ Very Neat ___ Neat ___ Average ___ Fair
- Conscientiousness is: ___ High ___ Average ___ Fair ___ Poor
- Intelligence is: ___ High ___ Good ___ Average ___ Slow
- Skill in Position was: ___ Excellent ___ Good ___ Average ___ Poor
- Cooperation was: ___ Excellent ___ Good ___ Average ___ Poor
- Absenteeism was: ___ Low ___ Average ___ High

Reason for separation: _____

Would you reemploy: ___ Yes ___ No

Other remarks: _____

Signature of Person Completing Reference.

Position