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Human Resources: Important Information for Applicants

Disability Accommodations Available for Applicants

The Woods Hole Oceanographic Institution is an Equal Opportunity Employer and is committed to a diverse workforce. In order to ensure reasonable accommodation for individuals protected by Section 503 of the Rehabilitation Act of 1973, the Vietnam Veterans' Readjustment Act of 1974, and Title I of the Americans with Disabilities Act of 1990, applicants that require accommodation in the job application process are encouraged to contact us at (508) 289-2253 or email eeo@whoi.edu for assistance.

Equal Opportunity/Affirmative Action Employer

As an Equal Opportunity/Affirmative Action employer, the Woods Hole Oceanographic Institution does not discriminate against any applicant, employee, or student on the basis of race, religion, color, creed, sex, age, national origin, sexual orientation, marital status, citizenship status, disability, or veteran status.

Offers of Employment

The Woods Hole Oceanographic Institution will not be bound by any offers of employment other than those made in official offer letters.

Application Fraud & Misrepresentation

When applying for positions at the Woods Hole Oceanographic Institution, any misrepresentation made by you or omission of facts on your résumé, during the interview process, and/or on any other application material may prevent you from being employed or, if hired, may be sufficient cause for termination. You must certify that all statements made by you and information provided by you during the application and interview process are true and complete.

Reference Checking

Applying for a specific job authorizes the Woods Hole Oceanographic Institution to contact any of your schools, your current and former employers, or other reference for the purpose of verifying information and/or obtaining an account of your work experience and skills. By applying for a job, you agree to hold any and all of your reference sources harmless and free of any liability for releasing such information. Although the process may vary, reference checking is rarely performed prior to an interview. When applying for positions on-line, you will be asked whether or not we can contact your current and former employers.

Employment Eligibility Verification

Consideration for employment at the Woods Hole Oceanographic Institution will be based on your qualifications and work eligibility. In compliance with the 1986 Immigration Reform and Control Act, the Institution requires documentation of U.S. citizenship or eligibility for authorized employment and will condition any employment offer on the satisfactory completion of Form I-9, as required by the Act.

Pre-employment Medical Examinations

For some positions, a pre-employment medical examination may be required as a condition of employment. These examinations will be arranged and paid for by the Institution. Failure to successfully complete a pre-employment medical examination will result in a rescinding of the employment offer or termination of employment.

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