



Woods Hole Oceanographic Institution

Woods Hole, Massachusetts 02543

Telephone (508) 457-2000

HIGH SCHOOL STUDENT APPLICATION

The Woods Hole Oceanographic Institution is an Equal Opportunity/Affirmative Action Employer

TO APPLICANT: Read these directions carefully before filling out this application. Please print or type and make sure all pertinent questions are answered completely and accurately. Application **MUST** be signed and dated. This form may be use for year-round or summer employment and guest student positions. Student applicant should complete the first three pages and Insert only. The fourth page should be completed by three instructors of your choice. The application should be returned to the Human Resources Office if applying for Employment. If applying for a Guest Student position, return to the Education Office.

Part A (All applicants complete this part.)

Name _____ Social Security No. _____
Last First Middle

This application is for (check appropriate boxes):

- | | | | |
|--------------------------|--------------------------|---------------------------|--------------------------|
| a. Part-time, year round | <input type="checkbox"/> | d. Part-time, school year | <input type="checkbox"/> |
| b. Part-time, summer | <input type="checkbox"/> | e. Guest Student | <input type="checkbox"/> |
| c. Full-time summer | <input type="checkbox"/> | | |

Position(s) desired _____

Salary desired _____ 5. Date Available _____ to (if applicable) _____

Address for reply _____
No. Street City State Zip Code Telephone

Home Address _____
(Legal address) No. Street City State Zip Code Telephone

U.S. citizen? _____ If not, citizen of what country? _____ What type of visa do you hold? _____

Record of Education

	Name and Address	No. Yrs Comp	Field	From		To	
				Mo.	Yr.	Mo.	Yr.
High School							

Academic Honors _____

Anticipated College Major _____

Parent or Guardian _____
Name Address Telephone

Skills (check off and complete all that apply):

- A. Computer skills: Programming: Languages _____
 Word processing – software used _____ Spreadsheets – software used _____
 Databases – software used _____ Other computer software _____
 Other computer skills _____
Systems used: MacIntosh PC Other–specify _____
- B. Other skills: Foreign languages _____ Speak fluently Translate written
Typing – WPM _____ Transcription
- C. Interests and Activities: _____

Employment History:

Any Verified Work Performed on a Volunteer Basis May be Cited Below

Present or Most Recent Employer _____	
Address _____	
Street & No.	City State Zip Code Telephone
May we contact this employer? Yes _____ No _____	
Dates of Employment	From (Mo. Yr.) _____ To (Mo. Yr.) _____ Immediate Supervisor _____
Rate of Pay	\$ _____ Hourly <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Yearly <input type="checkbox"/>
Job Title & Description of Work:	Reason for Leaving:

Previous Employer _____	
Address _____	
Street & No.	City State Zip Code Telephone
May we contact this employer? Yes _____ No _____	
Dates of Employment	From (Mo. Yr.) _____ To (Mo. Yr.) _____ Immediate Supervisor _____
Rate of Pay	\$ _____ Hourly <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Yearly <input type="checkbox"/>
Job Title & Description of Work:	Reason for Leaving:

Next Previous Employer _____	
Address _____	
Street & No.	City State Zip Code Telephone
May we contact this employer? Yes _____ No _____	
Dates of Employment	From (Mo. Yr.) _____ To (Mo. Yr.) _____ Immediate Supervisor _____
Rate of Pay	\$ _____ Hourly <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Yearly <input type="checkbox"/>
Job Title & Description of Work:	Reason for Leaving:

If any member of your IMMEDIATE family or household is associated with WHOI, please state name and relationship _____

Were you previously associated with WHOI? Yes No

If Yes, how and when? _____

If you have had contact with a WHOI employee regarding employment, please state with whom. _____

Have you been convicted of a felony within the past five years? Yes No

For Guest Student applicants:

Explain why you are applying for this position, what type of work experience you prefer, and how you expect this experience to help you _____

Thank you for completing this application form. Consideration for employment at the Institution will be based on your qualifications and work eligibility. Your signature below indicates that you have completed the application and read and agreed to the following statement. 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 1-9, as required by the Act.

"I understand that if any statements made by me on this application prove to be false, it may prevent my being employed or, if hired, may be sufficient cause for my dismissal and, further, I certify that the facts I have given on this application are true and complete. I hereby authorize my former employers to give any information they have regarding my employment with them. I also release them and their company from any liability or damage whatsoever for issuing this information. I further understand that my employment may be dependent upon the results of a physical examination to be conducted at the request and expense of the Institution. I understand also that, in the event of employment at the Institution, I will be required to abide by all its policies and procedures."

Date _____ **Applicant's Signature** _____

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.

BE SURE TO HAVE BACK COMPLETED BY INSTRUCTORS

Please ask three of your instructors to give their evaluation of your work and potential:

_____	_____	_____	_____
School	Instructor's Name	Subject	Year Taught

			Signature

_____	_____	_____	_____
School	Instructor's Name	Subject	Year Taught

			Signature

_____	_____	_____	_____
School	Instructor's Name	Subject	Year Taught

			Signature