

STEPHEN H. WANDER, DC, PA
5912 Hubbard Drive
Rockville, MD 20852
(301) 770-1818

Pre-Employment Advertising, Screening and Interviews
Company Policy 9/1/08

In order to maintain and expand its leading position in the field of Chiropractic, Company is committed to soliciting, recruiting and hiring a competent, trained and motivated work force. As with all aspects of employment and personnel management, the company is also committed to conducting the hiring process in a non-discriminatory manner and to respecting the private aspects of prospects' and employees' lives unrelated to qualifications and competency on the job. Thus, all Company promotion, recruiting, and application processes and interviews must be carried out in a non-discriminatory manner.

Accordingly, no Company employee and no Company policy, procedure or form relating to hiring, including the hatting materials of management staff responsible for recruitment and employment decisions, hiring, may directly or indirectly seek to eliminate or restrict selection of persons on the basis of a so-called protected category, i.e., a person's race, color, national origin, ancestry, citizenship, religion, sex, age, pregnancy, marital status, sexual orientation, medical condition or physical or mental disability.

Rather, in all efforts to hire new workers, the only relevant consideration is whether an applicant meets the bona fide qualifications of the position being filled.

In attaining its high stature in the industry and in aspiring to long-term expansion and even greater service to customers and community, Company's standards of employee skill, competence and teamwork are and shall remain among the highest in the field. In addition to the technical knowledge, experience and competence required of specific company positions, all published job descriptions should include personal aptitude to solving problems, high intelligence, perseverance, orderliness, responsibility, drive toward and satisfaction at the attainment of goals, calmness and endurance under stressful conditions, consistency and predictability in the regular attendance to duty, individual initiative as well as participation in group efforts, correct estimation of specific circumstances and an absence of unconstructive or ill-considered criticism, fairness, empathy and appreciation toward fellow workers and effective communications skills.

In keeping with these job requirements, Company embraces application forms, interview procedures and pre-employment non-medical testing regimens that will assist the company to determine whether applicants possess the skills, competency and above personal attributes necessary to meet the company's performance standards. The company's personnel management executives are authorized and encouraged to continue any needed refinements to ensure that Company continues to efficiently locate persons qualified for employment while limiting any inquiry of a potentially personal or private nature to those matters directly related to the position applied for and while preserving the rights of workers and applicants to equal opportunity in hiring, advancement and benefits, free of considerations of personal race, religion, color and other classifications unrelated to job performance and protected by applicable law.

Dr. Stephen H. Wander

EMPLOYMENT APPLICATION

Stephen H. Wander, DC, PA

5912 Hubbard Drive, Rockville, MD 20852

AN EQUAL OPPORTUNITY EMPLOYER

Please print your responses. The employer is sometimes referred to below as “Company.”

Please read the attached job description for the position being applied for.

IDENTIFICATION:

Date: _____

Name [last name first]: _____ Social Security No. _____

Present Address: _____
[street] [city] [state] [zip code]

Phone No.: _____ Referred by: _____

Permanent address
(if different from above): _____
[street] [city] [state] [zip code]

EMPLOYMENT APPLIED FOR:

Position: _____

Are you applying for:

Salary Desired: _____

Full Time Temporary (includes
 Part Time holiday or summer employment)

Days and hours you are available for work: _____

Date you are able to start: _____

Are you currently employed? Yes If so, may we request information from your present employer? Yes
 No No

Will you be available to work: Weekends? Yes Overtime as necessary? Yes
 No No

Have you ever applied for work with this Company before? Yes If so, Where? _____

PERSONAL INFORMATION:

EDUCATION:	Name and Location of Institution	Years Attended	Did you Graduate?	Name of Degree or Diploma?	Subjects Studied
Grammar School			Yes ____ No ____		
High School			Yes ____ No ____		
College or University			Yes ____ No ____		
Trade, Vocational Business or Correspondence School			Yes ____ No ____		

GENERAL:

Do you possess any other background, training, skills Yes

or knowledge that qualify you for the position applied for? No

If so, please specify:

U.S. Military Service: _____ Rank? _____

Are you 18 years of age or older? Yes (Persons under 18 must verify they are of minimum legal age to be hired)

No

If the Company hires you, will you be able to document your U.S. Yes

citizenship or prove your legal right to live and be employed in the U.S.? No

Have you been convicted at any time of a felony or serious criminal misdemeanor? Yes

No

(NOTE: You do not have to list convictions for marijuana offenses more than two years old.)

If yes, specify the crime(s), the date and location of the conviction and the current status of the case:

(NOTE: An applicant will not be turned down for employment solely because he/she has been convicted of a crime. The particular crime, the date of conviction, the circumstances of the crime and the relation of the nature of the crime to the position being applied for can be considered by the Company in making the decision.)

If you are applying for a professional position:

Do you have a license or certificate for the position desired? Yes
 No

Name of license or certificate: _____ Number: _____
 State of Issue: _____ Date: _____

Has the license or certificate been suspended or revoked at any time? Yes
 No

If yes, please specify the grounds, date of action and date of reinstatement:

I have read and I understand the attached job description for the position being applied for: Yes
 No

I am able to carry out the essential aspects of the position I am applying for: Yes
 No

If not, please state the job functions that cannot be carried out:

(NOTE: This Company complies with the federal Americans with Disabilities Act and Title VII of the Civil Rights Act of 1964 and will thus strive to implement measures needed to reasonably accommodate qualified applicants and employees to handle essential functions of a job. Hiring may be conditioned on passing a medical examination and/or tests of skill and dexterity.)

HISTORY OF EMPLOYMENT:

[List below last four employers, starting with last one first]

Date [Mo. and Year]	Name, Address and Telephone No. of Employer	Type of Business	Salary	Position(s)	Reason for Leaving
From:	Supervisor:		Start		
To:			\$ _____		
From:	Supervisor:		Start		
To:			\$ _____		

Date [Mo. and Year]	Name, Address and Telephone No. of Employer	Type of Business	Salary	Position(s)	Reason for Leaving
From:	Supervisor:		Start \$ _____		
To:			End \$ _____		
From:	Supervisor:		Start \$ _____		
To:			End \$ _____		

Please explain any gap in the employment history above: _____

REFERENCES:

Please supply three people not related to you who can supply first-hand information of your work skills and performance within the past four years.

Name	Address and Telephone No.	Business	Occupation	Years Known

Please fully read and understand the text below, initial separately at each paragraph, and date and sign at the bottom:

_____ 1. I acknowledge and attest that I have completed this application for employment as well as any and all other related or supplemental documents personally and that all the answers supplied in this application and the other documents are complete and accurate. I also acknowledge and attest that I have not intentionally omitted or failed to disclose any data that may reduce my prospects for employment with this Company. I further acknowledge, attest and agree that any falsification or omission of, or failure to disclose, such relevant information shall cause the Company, on discovery of the problem, to reject the application or, if I am employed, to immediately terminate employment.

_____ 2. I authorize the Company to research and investigate, through the references I have supplied and any other lawful channel, my employment history, education, skills and any other matter related to my qualifications for the position applied for. I similarly authorize the references I have supplied to disclose to the Company -- and, unless otherwise required by law, without any notice to me of such disclosure -- any and all reports, transcripts, letters and other records and documents related to my past work, education and any other matter related to my qualifications for employment. Further, I hereby release the Company, all my past employers, all my past educational institutions and all other individuals, corporations, partnerships and organizations from any and all actions, suits, claims, demands, liabilities, damages, costs, and expenses, including reasonable attorney fees, arising from or in any way related to such research, investigation and/or disclosure. This authorization includes my permission for the Company to request and obtain any "consumer report," "investigative consumer report," "consumer credit report," or any other report or compilation regarding my character, general reputation, personal characteristics, financial history, and/or mode of living as may covered by the federal Fair Credit Reporting Act (FCRA) or any other federal, state, or local law or regulation. I agree to execute any other document reasonably necessary to enable Company to accomplish the aims of this paragraph.

_____ 3. Having read and understood the attached job description, I acknowledge and agree that in order to enable the Company to determine whether I possess the skills and other personal qualities necessary to qualify for the position I am applying for, the Company may engage in a testing and interview process. The tests may include but not be limited to those that measure intelligence, aptitude and personality traits required to meet the requirements of the position, including but not limited to meeting the Company's standards for performance, interpersonal relations and competence on the job. Accordingly, I hereby release the Company and any and all Company employees, representatives, associated testing services and any and all other individuals, corporations, partnerships and organizations from any and all actions, suits, claims, demands, liabilities, damages, costs, and expenses, including reasonable attorney fees, arising from or in any way related to such testing and interview processes, including but not limited to claims based on any state or federal rights of privacy.

_____ 4. I acknowledge and agree that in the event of any claim or dispute that arises from my submission of this application and that cannot be resolved by initial direct communications between myself and the Company, the claim or dispute shall be resolved by binding arbitration. The American Arbitration Association (AAA) shall arbitrate such dispute unless another third party arbitrator is agreed upon in writing by both parties. The arbitration shall be conducted either in accordance with the Model Employment Arbitration Procedures of the AAA which are in effect at the time of the arbitration or, if an alternative arbitrator is agreed upon, in accordance with the then current rules and procedures of that other third party arbitrator. I understand however that by this agreement, the arbitrator is prohibited from imposing any type of fees, cost or expense upon me that I would not be required to bear if I were free to bring a legal action in court. I also understand that nothing in this agreement to arbitrate application-related disputes prohibits me from submitting a workplace-related administrative claim as permitted by federal, state or local law with any appropriate agency. In the event I am hired by the Company, then its published policies and procedures for resolution, mediation and arbitration of disputes with employees, including but not limited to those stated in the Company's employment agreement, shall replace this agreement to arbitrate.

_____ 5. I acknowledge and agree that nothing in this application and nothing in communications between me and Company representatives or associates during the application, interview and/or testing process is intended to create an offer of employment or a contract of employment between me and the Company. I further acknowledge and agree that if hired by the Company, nothing in this application and nothing in communications between me and Company representatives or associates during the application, interview and/or testing process and nothing in my employment is intended to create or should be construed to create anything other than "at-will" employment for no definite or determinable period, employment that may be terminated by either me or the Company at any time, for any reason or no reason at all and without prior notice. I further acknowledge and agree that no promises or representations contrary to any of the points made in these five numbered paragraphs are binding on the Company unless stated in writing and signed by me and an authorized Company representative.

Date: _____

Signature: _____

Interviewed by: _____

Date: _____

***** DO NOT WRITE BELOW THIS LINE *****

NOTES: _____

Approved: 1. _____

2. _____

Personnel Manager

Department or Division Head

Executive Director

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