



IMPORTANT NOTICE

Please read all questions carefully. Any discrepancies between the information you provide and findings during background investigation may result in application for employment being denied.



VOLUNTARY STATUS DECLARATION

This page is to be removed at the time the pre-employment application is submitted and included as detail in the AA/EEO Applicant Log.

STATEMENT OF PURPOSE

Martek requests that you assist us in complying with reporting requirements established by the Equal Employment Opportunity Commission. To assure full compliance with our policy on nondiscrimination and affirmative action, it is important that each individual's description be complete and accurate. **Submission of information is voluntary.** NO USAGE OF THESE DESCRIPTIONS SHALL BE MADE OTHER THAN FOR REPORTING AS REQUIRED TO GOVERNMENTAL AGENCIES.

Name _____
Last First Middle

SELF-IDENTIFICATION

RACE/ETHNIC ORIGIN:

Use the following classifications to identify yourself under:

- HISPANIC or LATINO: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- WHITE (not Hispanic or Latino): A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- BLACK or AFRICAN AMERICAN (not Hispanic or Latino): A person having origins in any of the black racial groups of Africa.
- NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER (not Hispanic or Latino): A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- ASIAN (not Hispanic or Latino): A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- AMERICAN INDIAN or ALASKA NATIVE (not Hispanic or Latino): A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- TWO or MORE RACES (not Hispanic or Latino): All persons who identify with more than the above five races.

VIETNAM VETERAN: Yes No

Use the following to identify yourself as a Vietnam Veteran:

If you served on active duty for a period of more than 180 days, any part of which occurred during August 6, 1964 to May 7, 1975 and were discharged or released from that duty prior to December 31, 1991, or veterans serving active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, with other than a dishonorable discharge.

INDIVIDUAL WITH A DISABILITY: Yes No

Use the following to identify yourself as an individual with a disability:

If you are a person who has a physical or mental impairment which substantially limits one or more of his or her major life activity(s), has a record of such impairment(s), or is regarded as having such impairment(s). For purposes of this definition, an individual with disability(s) is substantially limited if he or she is likely to experience difficulty in securing, retaining or advancing in employment because of the disability(s).



APPLICANT RELEASE FORM (Read Carefully Before Signing)

Applicant's Name (please print): _____

By my signature below, I agree to the following:

- a. I consent to take any physical examinations, including but not limited to tests for alcohol or drugs, that may be requested by MARTEK (1) following an offer of employment and prior to commencement of work; and (2) during the course of my employment, consistent with applicable law, including but not limited to the Americans With Disabilities Act. I further authorize any health care professional who performs such an examination or who has other information concerning my physical, mental or other medical status to release such information to MARTEK.
- b. I understand that any false statements or misleading omissions made by me in connection with my application, or in responding to requests for information, can be sufficient grounds for my rejection as a candidate for employment or for my immediate discharge.
- c. I understand that any employment I might be offered by MARTEK is at-will and of indefinite duration and that either MARTEK or I can terminate that employment at any time with or without notice for any or no reason, and that no agreement to the contrary will be recognized by MARTEK unless made in writing and signed by the Chief Executive Officer of MARTEK.
- d. I understand that none of MARTEK's practices or policies are to be construed as imposing any binding obligations on the Company, and that they are subject to change or deletion at any time.
- e. I hereby consent to have MARTEK contact anyone it deems appropriate to investigate or verify any information I have provided or to discuss my background, past performance, or suitability for employment. **I expressly consent to any discussions regarding the foregoing by any person contacted and I knowingly and voluntarily waive all rights to bring any action for defamation, invasion of privacy, or similar cause of action against anyone providing such information.**

I have read this Employment Application and I fully understand its contents.

Signature of Applicant

Date



Name _____ Maiden Name (if applicable) _____
Last First Middle

Address _____
Street City State Zip Code

Telephone _____ Mobile/Beeper/Other _____

E-mail _____ Referral Source _____
(How did you hear about us?)

Position(s) applied for _____ Full-Time Part-Time

Salary Expected \$ _____ **REQUIRED** Date Available _____

Have you ever been employed at Martek before? Yes No
If yes, list date(s), department(s) and location(s). _____

Have you applied for employment with Martek before? Yes (Date _____) No

Do you have any relatives working at any Martek facility? Yes No
If yes, list name of employee, relation and location. _____

Do you currently have a valid driver's license? (Optional) Yes No

Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

In the past ten years, have you ever been convicted of or pled guilty to a crime? This includes traffic offenses that resulted in the loss of driving privileges and alcohol-related traffic offenses. Yes No

If yes, or if you are uncertain, describe the facts and circumstances and any facts pertaining to rehabilitation.

EMPLOYMENT HISTORY

Starting with your most recent employer, provide the following information. (City, State, Zip, Phone **REQUIRED**) Include gaps in employment and an explanation for the gaps.)

Employer _____ Telephone _____ Supervisor _____

Address _____
Street City State Zip Code

Dates employed ____/____/____ to ____/____/____ Job Title _____ Pay Rate \$ _____

Reason for leaving _____ May we contact for reference? Yes No

Summarize the type of work performed and job responsibilities _____

Employer _____ Telephone _____ Supervisor _____
Address _____
Street City State Zip Code
Dates employed ____/____/____ to ____/____/____ Job Title _____ Pay Rate \$ _____
Reason for leaving _____ May we contact for reference? Yes No
Summarize the type of work performed and job responsibilities _____

Employer _____ Telephone _____ Supervisor _____
Address _____
Street City State Zip Code
Dates employed ____/____/____ to ____/____/____ Job Title _____ Pay Rate \$ _____
Reason for leaving _____ May we contact for reference? Yes No
Summarize the type of work performed and job responsibilities _____

If you have had disciplinary problems (written warnings, suspensions, etc.) with any previous employer, please describe the circumstances.

SKILLS AND QUALIFICATIONS
List any special experiences, qualifications or skills you have that you believe would help you do the job applied for.

List any special licenses or certifications you have that you believe would help you do the job applied for.

List any military experience including dates and locations.

EDUCATION

Starting with your most recent school attended, provide the following information.

	School (City, State Required)	Years Completed	Did you graduate?	GPA	Major Course Degree Received
High School	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____

College	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____

Other	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____

PROFESSIONAL REFERENCES

Please list three professional references such as supervisors, team leaders, etc. By listing the reference, you are giving Martek permission to contact the reference.

Name	Title / Company	Telephone (including area code)
_____	_____	_____
_____	_____	_____
_____	_____	_____

PERSONAL REFERENCES

Please list three personal references. Do not include relatives or former employers.

Name	Address (City, State)	Telephone (including area code)
_____	_____	_____
_____	_____	_____
_____	_____	_____

I hereby certify that the above information is correct:

Signature of Applicant

Date

UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND ANY APPLICANT FOR EMPLOYMENT OR PROSPECTIVE EMPLOYMENT OR ANY EMPLOYEE TO SUBMIT TO OR TAKE A POLYGRAPH, LIE DETECTOR OR SIMILAR TEST OR EXAMINATION AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. ANY EMPLOYER WHO VIOLATES THIS PROVISION IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT TO EXCEED \$100.00.

Signature of Applicant

Date