

Application For Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Position(s) Applied For			Date of Application		
How Did You Learn About Us?					
<input type="checkbox"/> Advertisement		<input type="checkbox"/> Friend		<input type="checkbox"/> Walk-In	
<input type="checkbox"/> Website/ Social Media		<input type="checkbox"/> Relative		<input type="checkbox"/> Other _____	
Last Name		First Name		Middle Name	
Address	Number	Street	City	State	Zip Code
Telephone Number(s)			Email		

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever been employed with us before? Yes No

If Yes, give date _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No

Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? _____

Are you available to work: Full Time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall? Yes No

Do you have a dependable means of transportation to and from work? Yes No

Have you been convicted of a felony within the last 7 years? Yes No

Conviction will not necessarily disqualify applicant from employment.

If Yes, please explain _____

Education

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Additional Information

State any additional information you feel may be helpful to us in considering your application.

Summarize special job-related skills & qualifications from employment or other experience.

Are you capable of performing in a reasonable manner the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation can be found online at:

www.mhpl.org/employment.html.

YES ___ NO ___

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color religion, gender, national origin, disabilities or other protected status.

1. Employer:		Telephone (include area code):
Address:		Current/ Final Salary:
Dates Employed: From: To:	Position(s) Held:	Full Name & Title of Supervisor:
Job Duties:		
Do you wish to leave your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, why?		
May we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

2. Employer:		Telephone (include area code):
Address:		Current/Final Salary:
Dates Employed: From: To:	Position(s) Held:	Full Name & Title of Supervisor:
Job Duties:		
Reason(s) for Leaving:		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

3. Employer:		Telephone (include area code):
Address:		Current/Final Salary:
Dates Employed: From: To:	Position(s) Held:	Full Name & Title of Supervisor:
Job Duties:		
Reason(s) for Leaving:		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

References

1. _____	(Name)	Phone #
_____	(Address)	
2. _____	(Name)	Phone #
_____	(Address)	
3. _____	(Name)	Phone #
_____	(Address)	

Applicant's Statement

I certify that answers given are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date