



# Employment Application

## Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_ Email Address: \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No: \_\_\_\_\_

Position Applied for: \_\_\_\_\_ Desired Salary: \_\_\_\_\_

Are you a citizen of the United States? \_\_\_\_\_ If no, are you authorized to work? \_\_\_\_\_

Have you ever worked for this company? \_\_\_\_\_ If so, when? \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_

If yes, explain: \_\_\_\_\_

Are you able to perform the essential functions of this job with or without an accommodation?

Yes \_\_\_\_\_ No \_\_\_\_\_

## Education

**High School:** \_\_\_\_\_ Location: \_\_\_\_\_

Did you graduate? \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

**College:** \_\_\_\_\_ Location: \_\_\_\_\_

Did you graduate? \_\_\_\_\_ Type of Degree: \_\_\_\_\_

Year: \_\_\_\_\_

**Graduate School:** \_\_\_\_\_ Location: \_\_\_\_\_

Did you graduate? \_\_\_\_\_ Type of Degree: \_\_\_\_\_

Year: \_\_\_\_\_

Confidential  
Applicant Name: \_\_\_\_\_

Position: \_\_\_\_\_

**Other School:** \_\_\_\_\_

Location: \_\_\_\_\_

Applicant Name \_\_\_\_\_

Date \_\_\_\_\_

Did you graduate? \_\_\_\_\_

Type of Degree: \_\_\_\_\_

Year: \_\_\_\_\_

**Previous Employment**

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Starting Salary: \_\_\_\_\_

End Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_

To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact your former employer for a reference? \_\_\_\_\_

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Company: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Starting Salary: \_\_\_\_\_

End Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_

To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact your former employer for a reference? \_\_\_\_\_

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Company: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Starting Salary: \_\_\_\_\_

End Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_

To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact your former employer for a reference? \_\_\_\_\_

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Confidential  
Applicant Name: \_\_\_\_\_

Position: \_\_\_\_\_

### **References**

Please list three professional references.

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

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Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

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Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

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Can you perform the functions of this job with or without an accommodation? Yes \_\_\_\_\_ No \_\_\_\_\_

Will you need any accommodations for the interview process?

\_\_\_\_\_ Language translation (explain) \_\_\_\_\_

\_\_\_\_\_ Test taking practice (explain) \_\_\_\_\_

\_\_\_\_\_ Sensory impairment (explain) \_\_\_\_\_

\_\_\_\_\_ Mobility impairment (explain) \_\_\_\_\_

\_\_\_\_\_ Other (explain) \_\_\_\_\_

I certify that my answers are true and complete to the best of my knowledge.  
As noted above, I authorize MHAH to check with these listed references.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_