



## Application for Employment

Thank you for your interest in our organization. We are an Equal Opportunity Employer. We hire regardless of race, color, religion, sex, national origin, age, disability, or any other basis prohibited by law. We appreciate this opportunity to review your employment capabilities with respect to the requirements of any open position. The filing of an application does not imply that you are bound to accept employment. This application also is not a contract of employment, but if you are hired, you will be bound by your representations and agreements to this application. This application blank should be filled out carefully and completely since the information requested will be of assistance in determining whether your experience and training are suitable for work with our organization. If you are subsequently hired, please understand that all appointments to positions are on a trial basis. Failure at any time to perform satisfactory work may result in employment termination. Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodations to the application and/or interview process should notify a representative of the Human Resource Department.

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### Personal Background

Last Name

First Name

Middle Initial

Address (Street, City, State, Zip)

E-mail Address

Home Phone

Mobile Phone

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Are you legally  
authorized to work in  
the United States?

Yes  
No

Are you 18  
years of age or  
older?

Yes  
No

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What position are you applying for?

Date you are available to begin work?

Desired salary?

Are you presently employed?	Yes	Are you willing to work overtime?	Yes
	No		No

Have you ever applied to this organization before?	Yes	If so, when?
	No	

Have you ever been employed by this company before?	Yes	If so, when?
	No	

Have you ever been convicted of or plead guilty to any felonies or other crimes, including driving under the influence of alcohol or drugs, but excluding minor traffic violations and parking tickets?

Yes

No

If yes, please describe all.

**Note:** Convictions will not absolutely bar employment, but will be considered in relation to specific job requirements.

How were you referred to this position?	Online Job Listing (i.e. Indeed.com or similar)
	Social Media Post
	Employee Referral
	Other

If you checked "Other" please explain below.

If you checked "Social Media Post" please share which site led you to us today.	Facebook
	Twitter
	LinkedIn
	Instagram
	Other

If you were referred by an MHANWI Employee, please share their name below.

## Educational Record

High School	City, State	Dates Attended	Year Graduated	Degree Received
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College or University	City, State	Dates Attended	Year Graduated	Degree Received
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College or University	City, State	Dates Attended	Year Graduated	Degree Received
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Other	City, State	Dates Attended	Year Graduated	Degree Received
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Other	City, State	Dates Attended	Year Graduated	Degree Received
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**Previous Employment** - *Please list most recent position first.*

Name of Company	Title/Position
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Address	City, State, Zip
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Dates of Employment	Direct Supervisor	Supervisor's Title
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Telephone Number	Email Address	May we contact? Yes No
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Description of duties, responsibilities, and accomplishments

Reason for leaving

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Name of Company	Title/Position
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Address

City, State, Zip

Dates of Employment

Direct Supervisor

Supervisor's Title

Telephone Number

Email Address

May we contact?

Yes

No

Description of duties, responsibilities, and accomplishments

Reason for leaving

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Name of Company

Title/Position

Address

City, State, Zip

Dates of Employment

Direct Supervisor

Supervisor's Title

Telephone Number

Email Address

May we contact?

Yes

No

Description of duties, responsibilities, and accomplishments

Reason for leaving

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I hereby affirm that my answers to the foregoing questions are true and correct, and that I have not knowingly withheld any fact or circumstance. I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or, if I am employed, immediate discharge from the employer's service, whenever it is discovered. I will comply with all agency policies, rules and regulations as they may exist from time to time governing my employment. I agree that if I am employed, my employment and compensation can be terminated with or without cause, or for no reason, and with or without notice, at any time by the agency or by me. I understand that no agency representative, other than its President/CEO, and then only when in writing and signed by the President/CEO, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

I give the company the right to contact and obtain information from all employers and educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the agency and its representatives for seeking, gathering and using such information. I further authorize the agency to show any such persons a copy of this application to verify the information in this application and my promise to release them herein.

I understand that the agency does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state or federal law.

I understand that it is the agency's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I represent and warrant that I have read and fully understand all of the foregoing on this application and seek employment under these conditions.

Signature of Applicant

Date

Printed Name of Applicant

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**Thank you for your interest in Mental Health America of Northwest Indiana!**