

# THE MARDAN FOUNDATION OF EDUCATIONAL THERAPY, INC.

## APPLICATION FOR EMPLOYMENT

**please print**

Name \_\_\_\_\_ date \_\_\_\_\_  
last first middle

Present address: \_\_\_\_\_  
street # city state zip # years

Permanent address: \_\_\_\_\_  
street # city state zip # years

Are you 18 years of age or older? yes \_\_\_\_\_ no \_\_\_\_\_ telephone number(s): \_\_\_\_\_

Name, address, and phone number of person to be notified in case of emergency or accident:  
\_\_\_\_\_

Social security number: \_\_\_\_\_ Are you presently employed? \_\_\_\_\_

May we contact your present employer? \_\_\_\_\_

Position applied for \_\_\_\_\_ Date you can start \_\_\_\_\_

Are you applying for full time \_\_\_\_\_ or part time \_\_\_\_\_ work?

If part time, please specify days and hours you are available: \_\_\_\_\_

Please state reason you desire part time work.  
\_\_\_\_\_

Have you ever worked for Mardan before? \_\_\_\_\_ If your answer is yes, please specify dates of employment and job title \_\_\_\_\_

Do you have any relatives presently working for Mardan? \_\_\_\_\_ If so, give name(s) \_\_\_\_\_

Can you, after employment, submit verification of your legal right to work in the United States? \_\_\_\_\_

Have you ever been convicted of a felony? (Convictions are not necessarily a bar to employment)  
yes \_\_\_\_\_ no \_\_\_\_\_ If yes, please explain and give dates \_\_\_\_\_

AN EQUAL OPPORTUNITY EMPLOYER

List below all present and past employment, beginning with your most recent:

name, address, phone number of company	from/to	type of work/ job title	wage/ salary	reason for leaving	name of supervisor

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## RECORD OF EDUCATION

name and address of school	course of study	number of years completed	did you graduate ?	degree
high school				
college				
other (specify)				
other (specify)				

## CERTIFICATIONS

name of certificate sponsoring body	expiration date	name of certificate sponsoring body	expiration date

**Please list three personal references. (Not former employers or relatives)**

name and occupation

address

phone number

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**Please list any other experiences, skills, or qualifications which you feel would qualify you to work for Mardan:**

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**Are you, or have you been active in business, professional, civic or social organizations? You may exclude those which indicate your race, religious creed, color, disability, marital status, national origin, ancestry, sex, or age.**

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AN EQUAL OPPORTUNITY EMPLOYER

**PLEASE READ THE FOLLOWING CAREFULLY AND SIGN IN THE DESIGNATED PLACES, IF APPLICABLE:**

The facts set forth above in my application for employment are true and complete. I understand that if employed, false or misleading statements or omissions on this application may lead to my dismissal at any time. I give The Mardan Foundation of Educational Therapy, Inc. permission to contact all present or former employers and I authorize investigation of all statements contained in this application form, as well as, my employment and personal history for purposes of potential employment.

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signature

date

I understand that if I become employed by The Mardan Foundation of Educational Therapy, Inc. (Mardan) that such employment is for no fixed term. I acknowledge that employment is with the mutual consent of myself and Mardan. I may voluntarily quit at any time and the company may terminate the employment relationship at any time, with or without advance notice, warning, or reason.

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signature

date

AN EQUAL OPPORTUNITY EMPLOYER