



**Michigan Technological University**

Human Resources Department • 1400 Townsend Drive • Houghton, MI 49931-1295

**Employment Application**

Name \_\_\_\_\_ Social Security Number\* \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_  
Number and street City State Zip Code

Position desired \_\_\_\_\_ Department \_\_\_\_\_

Can you perform the job functions of the position for which you are applying, without a reasonable accommodation? \*\*  Yes  No

If no, please describe the accommodation you believe is needed, if any. \_\_\_\_\_

Have you ever worked at MTU before?  Yes  No If so, give dates. \_\_\_\_\_

If hired, can you provide the documents required to prove that you are legally able to work in the U.S.?  Yes  No

If employed and you are under 18, can you furnish a work permit?  Yes  No

Do you have relatives, excluding a spouse, working here?  Yes  No If yes, state name and relationship \_\_\_\_\_

Have you ever been suspended, fired, or asked to resign from any position?  Yes  No If yes, give details \_\_\_\_\_

Are you presently under arrest for a felony?  Yes  No If yes, give details \_\_\_\_\_

Have you ever been convicted of, plead guilty to, or no contest to a crime other than a traffic violation?  Yes  No If yes, give details \_\_\_\_\_

Education	Institution	Degree and Major	Degree Received (Yes/No)	Average Grade
High School				
Trade School				
College				
Other				

\* The disclosure of this number is voluntary. If hired, it is mandatory that you provide this number for withholding taxes, medical insurance, and identification purposes, pursuant to 26 USCA Sections 6051 and 3402(F)(5).

\*\* The need for an accommodation does not necessarily bar employment. A determination will be made as to the effectiveness with which the accommodation will allow you to perform the essential functions of the positions and the hardship it would impose on the employer.

# Employment History

(List all employment history with most recent first. Attach additional sheets if necessary.)

Employer \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Name Address Telephone  
Date hired \_\_\_\_\_ Date left \_\_\_\_\_ Title of position \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Hours/week \_\_\_\_\_  
Specify work performed: \_\_\_\_\_ Supervisor \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
May we contact this employer if you are being considered for a position? \_\_\_\_\_ Yes \_\_\_\_\_ No

Employer \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Name Address Telephone  
Date hired \_\_\_\_\_ Date left \_\_\_\_\_ Title of position \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Hours/week \_\_\_\_\_  
Specify work performed: \_\_\_\_\_ Supervisor \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
May we contact this employer if you are being considered for a position? \_\_\_\_\_ Yes \_\_\_\_\_ No

Employer \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Name Address Telephone  
Date hired \_\_\_\_\_ Date left \_\_\_\_\_ Title of position \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Hours/week \_\_\_\_\_  
Specify work performed: \_\_\_\_\_ Supervisor \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
May we contact this employer if you are being considered for a position? \_\_\_\_\_ Yes \_\_\_\_\_ No

Employer \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Name Address Telephone  
Date hired \_\_\_\_\_ Date left \_\_\_\_\_ Title of position \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Hours/week \_\_\_\_\_  
Specify work performed: \_\_\_\_\_ Supervisor \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
May we contact this employer if you are being considered for a position? \_\_\_\_\_ Yes \_\_\_\_\_ No

I certify that information given in this application and related documentation is true and complete without qualification. I understand that Michigan Technological University (MTU) may investigate my work and personal history and verify all data given on this application, on related papers and in interviews. I authorize all individuals and employers named, except as specifically limited on this application, to provide any and all information concerning my previous employment and any other information requested about me, and I release them from liability for damages in providing this information. I understand and acknowledge that any misrepresentation or omission of facts by me can result in immediate discharge regardless of when discovered by MTU. I also understand and acknowledge that, if hired, MTU will determine my employment and compensation. The employment relationship will remain terminable at will, that is, my employment can be terminated with or without cause and with or without notice, at any time by MTU, unless I sign an agreement to arbitrate a contract claim relating to termination of employment. In the event I am eligible to sign an agreement to arbitrate as stated in the University Employment Policy for Professional Staff and do so, I then will be treated as a satisfaction employee following completion of a probation period. I further understand and agree that these employment terms can only be modified by the President in writing, provided that the writing specifically acknowledges that it is a modification of these terms and is signed by the President.

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

**MICHIGAN TECHNOLOGICAL UNIVERSITY IS AN EQUAL OPPORTUNITY EDUCATIONAL INSTITUTION/AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.**

(Under the Michigan Handicappers' Civil Rights Act any handicapper who needs an accommodation must notify the employer in writing of the need for accommodation within 182 days after the date the handicapper knew, or reasonably should have known, that an accommodation was needed.)