



Mental Health Association, Inc.
Internal Application

Position Applying For _____ **Program/Dept.** _____

Name _____ **Date** _____

Telephone _____ **Email** _____

Current position at MHA? _____

COMPUTER SKILLS: Please check all that apply

- _____ Able to and regularly completes timesheet on computer
- _____ Able to open and regularly responds to and replies to email, including attaching documents
- _____ Able to create document in Word and save and retrieve

Please elaborate on skills listed above or describe other/additional computer skills, such as Excel, etc:

TRAININGS: Please check all current trainings/certifications

- | | |
|--------------------|-----------------------------|
| _____ MAP | _____ Vital Signs |
| _____ Human Rights | |
| _____ Fire Safety | _____ First Aid |
| _____ CPR | _____ Blood Borne Pathogens |
| _____ AIDS/HIV | |

Other: _____

WORK EXPERIENCE:

Please describe your work experience at MHA and how it may qualify you for this position:

Please describe any other professional experience that may further qualify you for this position:

EDUCATION:

Please describe your educational background including majors, minors and areas of special interest or study:

Highest Degree Earned: _____ School: _____

Why do you wish to change positions?

You are encouraged to inform your current supervisor about this application as he/she will be contacted by Human Resources to provide a reference. Have you or do you plan to contact your supervisor? _____

Qualified applicants are considered for positions without regard to race, color, creed, ancestry, cultural heritage, religion, gender, affectional or sexual preferences, which shall not include persons whose sexual orientation includes children as the sex object, national origin, age, marital or veteran status, or a physical or mental disability. AA/EOE

Signature: _____ **Date:** _____

(Submit to Human Resources by 5PM on job posting closing date)

Fax 737-0769

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