

GENERAL INFORMATION

MEDICAL AND PHYSICAL EXAMINATION PROGRAM
(MAPEP)

Inquiry Authority/Use Statement

The collection of this information is authorized by O.C.G.A. 45-2-40. This information will be used to determine fitness for duty and to provide protection to employees from potential harmful effects associated with this employment. Unless otherwise stated, this information may be disclosed to the hiring agency, State agencies responsible for State benefits and workers' compensation programs, and, where pertinent, to an appropriate law enforcement agency for investigation for prosecutive purposes or in a legal proceeding to which the hiring agency is a party. As provided by the Americans with disabilities Act of 1990 (Public Law 101-336), this information is to be filed separately from other personnel records and is to be used only for legitimate, non-discriminatory hiring and placement purposes with reasonable accommodation, where appropriate. Completion of this form is voluntary; however, if this information is not provided, the individual may not receive the requested benefits or employment.

A: Completed by Employee

1. Employee Name: _____ Last First Middle	2. _____ - _____ - _____ Social Security Number		
3. Race _____	4. Sex: <input type="checkbox"/> Female <input type="checkbox"/> Male	5. _____ Date of Birth	6. _____ Daytime Telephone Number
7. Address: _____ _____ _____	8. Position Title: _____	9. Position Number: _____	10. Location of Position: _____
11. Direct Contact for Position Information			
a. Name: <u>Lillie Mitchell</u>	a. Dept.: <u>State Accounting Office</u>		
b. Title: <u>Human Resources Manager</u>	b. Unit: _____		
c. Telephone: <u>404-463-8280</u>	c. Address: <u>200 Piedmont Avenue S.E.</u>		
d. E-Mail: <u>lillie.mitchell@sao.ga.gov</u>	<u>Suite 1604, West Tower</u>		
e. Fax Number: <u>770-344-5811</u>	<u>Atlanta, GA 30334</u>		

12. Have you been provided detailed information on the duties of this position?	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Do you understand the functional requirements and environmental factors of this position?	<input type="checkbox"/> Yes <input type="checkbox"/> No
14. Are you capable of performing the duties and responsibilities of this position (with reasonable accommodations, if necessary, as described in Section A, Item #17)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>For the following questions, explain a "Yes" answer in the space provided below</i>	
15. Have you ever been employed by the State of Georgia?	<input type="checkbox"/> Yes <input type="checkbox"/> No
16. Have you had a physical examination for employment with the State of Georgia within the past twelve-month period?	<input type="checkbox"/> Yes <input type="checkbox"/> No
17. Is there anything in your past medical history, of which you have knowledge that would prevent your being able to perform the duties of this position?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Explanation of items 15-17 checked "Yes." Enter item number before each comment.

I certify that all information given by me in connection with this medical assessment is true to the best of my knowledge and belief. I agree and understand that any misstatements of material facts may cause forfeiture on my part of all right to employment in the service of the State of Georgia; may result in dismissal after appointment; or may result in loss of entitlement to disability retirement benefits. My signature also indicates that I understand all of the questions on this form.

20. _____
Signature of Employee

8. _____
Date

B: Completed by Employer

1. Indicate type of job information used for medical review (check all that apply):

- Job description
- Performance standards
- Functional requirements analysis
- Environmental factors analysis
- Other (please specify) _____

2. Check job category:

- Category 1 Sedentary
- Category 2 Active
- Category 3 Food Handling
- Category 4 Health-related
- Category 5 Law Enforcement

3. Describe any notable or unusual job requirements or working conditions: (continue on separate page, if needed)

4. Were any "reasonable accommodations" needed?

If "Yes," describe: Yes No

5. _____
(Type or Print Official Contact's Name)

6. _____
Signature of Official Contact

20. _____
Date