



MANHATTAN AREA TECHNICAL COLLEGE

APPLICATION for EMPLOYMENT

FACULTY/PROFESSIONAL POSITION

**3136 Dickens Avenue
Manhattan, Kansas 66503
www.matc.net**

Date _____

NAME _____
Last First Middle

PRESENT ADDRESS _____
Street City State Zip Code Telephone

PERMANENT ADDRESS _____
Street City State Zip Code Telephone

Provide the name of the person best able to locate you when necessary.

Name	Address	Telephone
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EMPLOYMENT PREFERENCE

Type of Application: Faculty _____ Professional _____ Administrative _____
Full time _____ Adjunct _____ Part-time _____

Please list in order of preference the positions for which you are qualified:

1. _____ 2. _____
3. _____ 4. _____

**AN EQUAL OPPORTUNITY
EMPLOYER**

Manhattan Area Technical College does not discriminate on the basis of race, sex, color, religion, national origin, sexual orientation, age, disability, veteran status, or any other factors made unlawful under applicable federal and state laws. All personnel decisions are made without prejudice or discrimination, in accordance with the principles of equal opportunity.

FOR OFFICE USE ONLY	
Assignment	_____
Effective Date	_____
Days	_____
Step	_____ Column _____
Base Salary	_____
Supplementary	_____
Total Salary	_____

EDUCATIONAL AND PROFESSIONAL TRAINING

School	Name and Location of Institution	Date(s)	Degree
High School			
College or University			
College or University			
College or University			
College credit earned since last degree			

Major in Undergraduate Work _____ No of semester Hours _____ GPA _____

Major in Undergraduate Work _____ No of semester Hours _____ GPA _____

Major in Undergraduate Work _____ No of semester Hours _____ GPA _____

Total Undergraduate Semester Hours _____ GPA _____

Total Graduate Hours _____ GPA _____

EDUCATIONAL EXPERIENCE

Name of School and Address	Inclusive Dates	Grades or Subject Taught	Extra Curricular Activities

Name and address of present or last superintendent or principal

OTHER EXPERIENCE

Firm or Employer	Address	Kind of Work	Dates of Employment

May we contact your previous employer Yes ____ No _____ If No, Why? _____

REFERENCES

List at least three references including administrative and supervisory personnel who have firsthand knowledge of your performance and or future potential in the area for which you are applying.

Name	Official Position	Complete Address	Telephone

Add by letter or resume any additional information that will give us a more complete estimate of your training, experience, character, and ability. Emphasize any special preparation and training.

Are any of your relatives currently employed by Manhattan Area Technical College? ___ Yes* ___ No

*Name Relationship Position

*Name Relationship Position

*Name Relationship Position

Have any of your relatives ever worked for Manhattan Area Technical College? ___ Yes* ___ No

*Name Relationship Position

*Name Relationship Position

*Name Relationship Position

Have you ever been convicted of a felony, a crime involving dishonesty, or a crime involving violence to another person? ___ Yes* ___ No

*If Yes, please explain.

Have you ever been convicted of a crime involving the physical, mental, or sexual abuse or exploitation of minors? ___ Yes* ___ No

*If Yes, please describe, including dates charges, penalties and current disposition.

Criminal convictions will be considered in relation to specific job requirements.

Note: Convictions are not automatic disqualification from employment.

In the space provided below, in your own handwriting, indicate your personal and professional goals in seeking a position with Manhattan Area Technical College.

To complete this application you must furnish:

1. Copies of official transcripts. (Employment is contingent on receipt of official transcripts.)
2. Current Resume.

I certify that the facts set forth in this application are true and complete, and I hereby authorize Manhattan Area Technical College to collect information concerning my character, personality, scholarship and general teaching ability.

Signature

Date

**RETURN TO: Manhattan Area Technical College
3136 Dickens Avenue
Manhattan, Kansas 66503-2499**

NOTICE OF NON-DISCRIMINATION

The MATC Board of Directors supports and complies with Title VI and Title VII of the Civil Rights Act of 1964 as amended, Section 504 of the Rehabilitation Act of 1973 and Amendments, The Americans with Disabilities Act, Title IX and all requirements imposed by or pursuant to the regulations of the Department of Health and Human Services and the Department of Education. It is the policy of the Board of Directors that no person in the United States (on the grounds of race, color, religion, sex, national origin, ancestry or disability) shall be excluded from participation in, denied the benefit of or otherwise subjected to discrimination under any program or activity of, or employment with Manhattan Area Technical College. Specific complaints of alleged discrimination under Title IX (sex) and Section 504/ADA (handicap, disability) should be referred to Title IX/Section 504/ADA Coordinator, 3136 Dickens Ave., Manhattan, KS 66503, 785.587.2800.

YOUR APPLICATION WILL BE KEPT ON FILE FOR SIX MONTHS (6). AND WILL BE SCREENED FOR ALL VACANCIES FOR WHICH YOU HAVE APPLIED AND QUALIFY. YOU WILL BE NOTIFIED IF AN INTERVIEW IS REQUIRED. PLEASE NOTIFY US IF YOU WISH YOUR FILE CLOSED.

Employment Data Record

As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose for the Data Record is to comply with government record keeping, reporting, and other legal requirements. The completion of this Data Record is optional. If you choose to volunteer the requested information, please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or personnel file. **Please Note: YOUR COOPERATION IS VOLUNTARY, INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.**

VOLUNTARY SURVEY

DATE _____

Check one:	Female	Male
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The applicant is asked to check the appropriate racial/ethnic designation as used by the Equal Employment Opportunity Commission. Such EEOC designations do not denote scientific definition of anthropological origins.

_____ White (not of Hispanic origin). All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

_____ Black (not of Hispanic origin). All persons having origins in any of the black racial groups of Africa.

_____ Hispanic. All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

_____ Asian or Pacific Islander. All persons having origins in any of the original people of the Far East, South Asia, the Indian subcontinent, or the Pacific Islands. The areas include, for example, China, Japan, Korea, India, the Philippine Islands, and Samoa.

_____ American Indian or Alaskan Native. All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.