



The TECHNICAL COLLEGE
MANHATTAN AREA TECHNICAL COLLEGE

3136 Dickens Avenue
Manhattan, Kansas 66502
www.matc.net

EMPLOYMENT APPLICATION

CLASSIFIED POSITION

NAME		DATE
Last	First	MI
STREET ADDRESS		CITY, STATE
		ZIP
ADDRESS OTHER THAN ABOVE		CITY, STATE
		ZIP
CONTACT PERSON AT ALTERNATE PHONE		RELATIONSHIP
BEST TIME TO CONTACT AT HOME		BEST TIME TO CONTACT AT ALTERNATE
POSITION APPLYING FOR		
DATE AVAILABLE FOR WORK		DESIRED SALARY RANGE
DO YOU HAVE A DEPENDABLE WAY TO GET TO WORK ___ YES ___ NO (Explain)		
ARE YOU ABLE TO WORK ___ FULL TIME ___ PART TIME ___ SEASONAL		
WE ARE AN EQUAL OPPORTUNITY EMPLOYER		
Manhattan Area Technical College does not discriminate on the basis of race, sex, color, religion, nation 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.		

EMPLOYMENT EXPERIENCE

Start with your present or last job

EMPLOYER	DATES EMPLOYED	WORK PERFORMED
STREET ADDRESS	CITY, STATE ZIP	
TELEPHONE NUMBER(S)		
JOB TITLE	SUPERVISOR	
REASON FOR LEAVING		

EMPLOYER	DATES EMPLOYED	WORK PERFORMED
STREET ADDRESS	CITY, STATE ZIP	
TELEPHONE NUMBER(S)		
JOB TITLE	SUPERVISOR	
REASON FOR LEAVING		

EMPLOYER	DATES EMPLOYED	WORK PERFORMED
STREET ADDRESS	CITY, STATE ZIP	
TELEPHONE NUMBER(S)		
JOB TITLE	SUPERVISOR	
REASON FOR LEAVING		

Explain any gaps in employment

May we contact your current or previous employer Yes ___ No ___ If No, Why? _____

EDUCATION

SCHOOL	NAME OF SCHOOL	COURSE OF STUDY	YEARS COMPLETED	DIPLOMA / DEGREE
ELEMENTARY MIDDLE SCHOOL				
HIGH SCHOOL				
COLLEGE				
OTHER (SPECIFY)				

SPECIAL SKILLS AND QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experience

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REFERENCES

List former employers and personal

NAME	TITLE	ADDRESS	PHONE

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.

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete. I authorize investigation of all statements contained in the application for employment as may be necessary in arriving at an employment decision. I understand that any misstatement, falsification, or omission of information is grounds for refusal to hire or, if I am hired and the same is discovered thereafter, termination.

I understand and am aware that Manhattan Area Technical College will conduct work history, personal reference, or police inquiries to determine my acceptability for employment.

I voluntarily authorize the Manhattan Area Technical College to make any investigation of my personal and/or employment history, including criminal history records and the child abuse registry. I further authorize any former employer, governmental agency, including law enforcement agencies and the Department of Social and Rehabilitation Services, State of Kansas, or person having information regarding me to release said information to Manhattan Area Technical College. In consideration of Manhattan Area Technical College's review of my application for employment, I hereby voluntarily release Manhattan Area Technical College and all providers of information regarding me from any and all liability as a result of furnishing and/or receiving this information.

Signature

Date

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

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 Title IX (sex) and Section 504/ADA handicap, disability should be referred to Title IX Coordinator, Manhattan Area Technical College, 3136 Dickens Ave., (785) 587-2800.

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:	<input type="checkbox"/> Female	<input type="checkbox"/> 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 Island, 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.