

Manhattan Emergency Shelter, Inc.

416 S. 4th Street

Manhattan, KS 66502

(785) 537-3113—www.mesikansas.org

Application for Employment

Equal access to programs, services, and employment is available to all persons. We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, color, age, sex, religion, disability, or national origin. Those applicants requiring reasonable accommodation to the application and/or interview process should notify MESI staff.

Personal Information

Position(s) applied for		
Name (Last, First, Middle)	Telephone Number	Date of Birth
Address		City/State/Zip
E-Mail Address	Social Security #	Referral Source
Have you ever been employed here before? If yes, give dates and positions <input type="checkbox"/> Yes <input type="checkbox"/> No		

Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		Date available for work:
Applying for: <input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/> Temp <input type="checkbox"/> Seasonal	Shifts: <input type="checkbox"/> Days <input type="checkbox"/> Nights <input type="checkbox"/> Weekends	May we contact present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.		
Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes , please provide date(s) and details:		

Employment History—Begin with most recent employment

Employer Name	Dates From To	City, State
Titles and Duties		
Reason for Leaving	Supervisor's Name	Telephone Number
Compensation (Starting) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ per	Compensation (Ending) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ per	
Employer Name	Dates From To	City, State
Titles and Duties		
Reason for Leaving	Supervisor's Name	Telephone Number
Compensation (Starting) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ per	Compensation (Ending) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ per	
Employer Name	Dates From To	City, State
Titles and Duties		
Reason for Leaving	Supervisor's Name	Telephone Number
Compensation (Starting) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ per	Compensation (Ending) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ per	

Skills and Qualifications

Summarize any special training, skills, licenses, and/or certificates that may assist you in performing the position for which you are applying:

Computer Skills (check appropriate boxes. Include software titles and years of experience.)

<input type="checkbox"/> Word Processing	Years:	<input type="checkbox"/> E-mail	Years:
<input type="checkbox"/> Spreadsheet	Years:	<input type="checkbox"/> Internet	Years:
<input type="checkbox"/> Presentation	Years:	<input type="checkbox"/> Accounting	Years:
<input type="checkbox"/> Other	Years:	<input type="checkbox"/> Other	Years:

Educational Background—Starting with your most recent school attended

School (include City & State)	Years Completed	Completed	GPA	Area of Study
		<input type="checkbox"/> GED <input type="checkbox"/> Diploma <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> GED <input type="checkbox"/> Diploma <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> GED <input type="checkbox"/> Diploma <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		

References

List name and telephone number of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are *not* related to you.

Name	Title	Relationship to You	Telephone	Number of Years Known

Applicant Statement

I certify that all information I have provide in order to apply for and secure work with Manhattan Emergency Shelter, Inc. (MESI) is true, complete, and correct.

I expressly authorize, without reservation, MESI, its representatives, employees, or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and education institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding MESI, it's agents, employees, or representatives, for seeking, gathering, and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that MESI does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any application from consideration for employment on any basis prohibited by applicable local, state, or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and MESI reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of MESI is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by MESI's Executive Director.

I also understand that if I am hired, I will be require to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate my from further consideration for employment, or (ii) may result in my immediate discharge from MESI's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

Signature of Applicant: _____

Date: _____