



# Manko Window Systems, Inc. - Application for Employment

800 Hayes Drive, Manhattan KS 66502  
Phone: 785 776-9643 Fax: 785 776-9644

To submit application via e-mail, please send to [employment@mankowindows.com](mailto:employment@mankowindows.com)

**Manko Window Systems, Inc. is a drug free environment. Drug testing as well as physical capacity tests are required.**

Date of Application: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Social Security #: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Telephone #: (\_\_\_\_) \_\_\_\_\_ Cell #: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Referral Source (Please check the appropriate category and list the source.)

- Walk-In \_\_\_\_\_
- Employee \_\_\_\_\_
- Advertisement \_\_\_\_\_

- Company's Website \_\_\_\_\_
- Other Internet \_\_\_\_\_
- Other \_\_\_\_\_

If necessary, best time to call you is \_\_\_\_\_: \_\_\_\_\_<sup>AM</sup>/<sub>PM</sub>  
 Home  Cellular/Other

If you are under 18 and it is required, can you furnish a work permit? .....  Yes  No

If **no**, please explain: \_\_\_\_\_

Have you submitted an application here before?...  Yes  No

If **yes**, give date(s) and position(s): \_\_\_\_\_

Have you ever been employed here before? ...  Yes  No

If **yes**, give dates: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Is this application a request for reemployment following an extended military leave of absence from this company? .....  Yes  No

Are you legally eligible for employment in this country? .....  Yes  No

Date available for work ..... \_\_\_\_/\_\_\_\_/\_\_\_\_

What is your desired salary range or hourly rate of pay?  
\$ \_\_\_\_\_ Per \_\_\_\_\_

Type of employment desired:  Full Time  
 Seasonal (Summer)

Will you relocate if job requires it? .....  Yes  No

Will you travel if job requires it? .....  Yes  No

How was your attendance at your previous job? \_\_\_\_\_

Will you work overtime if required?.....  Yes  No

If **no**, please explain: \_\_\_\_\_

Are you able to perform the "essential functions" of the job for which you are applying (with or without reasonable accommodation)?

This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

- Yes  No  Need more information about the job's "essential functions" to respond

Driver's License: Number: \_\_\_\_\_ Class: \_\_\_\_\_  
State: \_\_\_\_\_

Have you ever been bonded? .....  Yes  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 pleaded "guilty" or "no contest" to or been convicted of a crime? .....  Yes  No

If **yes**, please provide date(s) and details: \_\_\_\_\_

Have you entered into an agreement with any former employer or other party (such as a noncompetition agreement) that might, in any way, restrict your ability to work for our company?

- Yes  No

If **yes**, please explain: \_\_\_\_\_

# Employment History

## Start with your most recent employer

Employer: _____	Telephone: ( ) _____	Dates Employed: / / To / /
Street Address: _____	City: _____	State: _____
Starting job title/final job title: _____	<b>Compensation (Starting)</b>	
Immediate Supervisor and title: _____	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per	
Why did you leave? _____	Commission/Bonus \$ _____	
Summarize the type of work performed and job responsibilities: _____ _____	<b>Compensation (Final)</b>	
	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per	
	Commission/Bonus \$ _____	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		
Email: _____		
What did you like most about your position? _____		
What were the things you liked least about the position? _____		

Employer: _____	Telephone: ( ) _____	Dates Employed: / / To / /
Street Address: _____	City: _____	State: _____
Starting job title/final job title: _____	<b>Compensation (Starting)</b>	
Immediate Supervisor and title: _____	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per	
Why did you leave? _____	Commission/Bonus \$ _____	
Summarize the type of work performed and job responsibilities: _____ _____	<b>Compensation (Final)</b>	
	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per	
	Commission/Bonus \$ _____	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		
Email: _____		
What did you like most about your position? _____		
What were the things you liked least about the position? _____		

Employer: _____	Telephone: ( ) _____	Dates Employed: / / To / /
Street Address: _____	City: _____	State: _____
Starting job title/final job title: _____	<b>Compensation (Starting)</b>	
Immediate Supervisor and title: _____	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per	
Why did you leave? _____	Commission/Bonus \$ _____	
Summarize the type of work performed and job responsibilities: _____ _____	<b>Compensation (Final)</b>	
	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per	
	Commission/Bonus \$ _____	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		
Email: _____		
What did you like most about your position? _____		
What were the things you liked least about the position? _____		

Employer: _____	Telephone: ( ) _____	Dates Employed: / / To / /
Street Address: _____	City: _____	State: _____
Starting job title/final job title: _____	<b>Compensation (Starting)</b>	
Immediate Supervisor and title: _____	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per	
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Summarize the type of work performed and job responsibilities: _____ _____	<b>Compensation (Final)</b>	
	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per	
	Commission/Bonus \$ _____	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		
Email: _____		
What did you like most about your position? _____		
What were the things you liked least about the position? _____		

## Employment History (continued)

Explain any gaps in your employment, other than those due to personal illness, injury or disability. \_\_\_\_\_

If not addressed on the previous page, have you ever been fired or asked to resign from a job? .....  Yes  No

If yes, please explain: \_\_\_\_\_

## 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"/> Internet _____ Years: _____ |
| <input type="checkbox"/> Spreadsheet _____ Years: _____     | <input type="checkbox"/> Other _____ Years: _____    |
| <input type="checkbox"/> Presentation _____ Years: _____    | <input type="checkbox"/> Other _____ Years: _____    |
| <input type="checkbox"/> E-mail _____ Years: _____          | <input type="checkbox"/> Other _____ Years: _____    |

## Educational Background

Starting with your most recent school attended, provide the following information.

School (Include City and State)	Years attended	Completed	GPA <small>Class Rank</small>	Major/Minor
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		

## References

List names and telephone numbers 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	Email	# of Years Known
			(    )		
			(    )		
			(    )		

## Related Information

To what job-related organizations (professional, trade, etc.) do you belong?

Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran /reserve, National Guard or any other similarly protected status.

Organization	Offices Held

## Emergency Contact Information

In case of an Emergency, please list the nearest relative.

Name: \_\_\_\_\_ Telephone: (\_\_\_\_\_) \_\_\_\_\_ Relationship: \_\_\_\_\_

## Application Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resumé or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its 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 this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant 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 the employer 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 the employer 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 the employer's president.

I also understand that if I am hired, I will be required 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.

**Manko does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. Manko likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). Manko takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.**

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 me from further consideration for employment, or (ii) may result in my immediate discharge from the employer'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** \_\_\_\_/\_\_\_\_/\_\_\_\_

# Employment Questionnaire

Revised 4-11

Please complete the first two pages (front & back) of the employment application and the questions listed below. **RETURN ALL OF THE INFORMATION.**

1. How well can you read and understand the dimensions on a tape measure?

very well

some what

not very well

2. Has the reading of a tape measure been required for previous employment?

Yes

No

3. Have you worked with hand or power tools before? Yes No If yes, please list tools?

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4. We manufacture aluminum windows and doors. All materials are cut and assembled into the finished products. Have you ever built or constructed anything before?

Yes

No

If yes, please describe \_\_\_\_\_

5. Work hours - Monday thru Friday and Saturdays (when needed)

**\*Day Shift – Start time varies from 6 - 7:30 am. Employees will work until projects are completed for the day.**

**\*Evening Shift – Start time is 3:30pm. Employees will work until projects are completed for the day.**

Which shift do you prefer?

Day shift \_\_\_\_\_

Evening shift \_\_\_\_\_

6. If asked to work outside installing windows or doors you may be required to work above the ground level. Are you afraid of heights? Yes No

7. Please rate your attendance during the past 6 months.

Excellent \_\_\_\_\_

Good \_\_\_\_\_

Average \_\_\_\_\_

8. Previous work experience not noted on application.

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**We will be contacting your previous employers for employment verification. Please make sure you have given us correct telephone numbers and names for the verification. Thank you for considering employment at Manko Windows.**

**Failure to complete any questions on the application will eliminate applicants from consideration for employment.**