



Application for Employment

Note to Applicant: Please advise us in advance if you require an accommodation to complete this application.

We are an Equal Employment Opportunity employer. We do not discriminate against any applicant or employee on the basis of race, color, sex, religion, national origin, age, disability, or any other consideration made unlawful by applicable federal, state, or local laws.

As a matter of policy and for the safety of the communities served, we consistently apply background checking standards to all applicants. It is essential that all information requested, including educational background, work, criminal and residential history, be complete and accurate.

Instructions: Please type or print in black or blue ink. Answer all questions, checking all boxes that apply. Answer "none" on questions that do not apply. Additional forms are available for each section if needed.

GENERAL INFORMATION					
Last Name		First	Middle	Date of Application: / /	
Present Address: Street		City	County	State	Zip
Telephone Number and Area Code: Primary ()		Secondary ()	If hired, can you present evidence of your legal right to work in the US? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Email address:					
List any other names that you have used in the past 7 years					
Name Used	City	County	State	From / To	
List all addresses for the past 7 years					
Street	City	County	State	From (mo/yr)	To (mo/yr)

Have you ever been fired or asked to resign by an employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, explain:			
What position are you applying for?		Minimum salary / wage requirement:			
How were you referred to our company?		<input type="checkbox"/> Banner <input type="checkbox"/> Flyer <input type="checkbox"/> Print Ad <input type="checkbox"/> On-line Ad <input type="checkbox"/> Radio/TV Ad <input type="checkbox"/> State Employment Agency <input type="checkbox"/> Job Fair <input type="checkbox"/> Community Organization <input type="checkbox"/> Employee referral-Name: <input type="checkbox"/> Other			
Have you ever worked for our organization in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No		Where?		When?	
Have you ever applied to our organization in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No		Where?		When?	
Do you have any relatives working for our organization? <input type="checkbox"/> Yes <input type="checkbox"/> No		Who?		Relation?	
If hired, what date are you available to start work? / /		Are you applying for: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time		Are you able to work: <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Weekends	

We are an Equal Opportunity Employer that values diversity
 Note: A pre-employment drug test and criminal history check are required for employment

EDUCATIONAL BACKGROUND

	Name and city/state of school or college	Circle highest grade completed	Did you graduate?	What was your degree and major?
High School and/or G.E.D.		9 10 11 12	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	Degree: _____ Major: _____ <input type="checkbox"/> No Major
Trade, Business, Correspondence or Graduate School		Degree / Certificate earned: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	Degree: _____ Major: _____ <input type="checkbox"/> No Major
List any other training or educational programs of note:				
List any academic honors or other special recognition you have received:				
List any extracurricular activities and school offices of note:				

EMPLOYMENT HISTORY

All employment for the past 10 years must be noted below, including jobs held while in school or while in the military. Record your present or most recent position first and go back in chronological order. Resumes may not be substituted for any information requested, but may be submitted as an addendum to the completed application. Complete all questions for each position.

Employer name:		Dates employed (mo/yr):		Salary / pay rate:	
		From: /	To: /	Beginning:	Ending:
Employer address:			Employer phone #:	Supervisor's name & title:	
Position(s) held:		Briefly explain your job duties & responsibilities including supervisory experience:			
May we contact this employer?		Reason for leaving:			
<input type="checkbox"/> Yes <input type="checkbox"/> No					
Employer name:		Dates employed (mo/yr):		Salary / pay rate:	
		From: /	To: /	Beginning:	Ending:
Employer address:			Employer phone #:	Supervisor's name & title:	
Position(s) held:		Briefly explain your job duties & responsibilities including supervisory experience:			
May we contact this employer?		Reason for leaving:			
<input type="checkbox"/> Yes <input type="checkbox"/> No					
Employer name:		Dates employed (mo/yr):		Salary / pay rate:	
		From: /	To: /	Beginning:	Ending:
Employer address:			Employer phone #:	Supervisor's name & title:	
Position(s) held:		Briefly explain your job duties & responsibilities including supervisory experience:			
May we contact this employer?		Reason for leaving:			
<input type="checkbox"/> Yes <input type="checkbox"/> No					

IDENTIFY AND EXPLAIN ANY EMPLOYMENT GAPS, OR PERIODS OF UNEMPLOYMENT OF 30 DAYS OR LONGER THAT HAVE OCCURRED IN THE PAST 5 YEARS		
Dates:		Reason:
From:	To:	

CRIMINAL CONVICTION HISTORY

We strive to provide a safe environment for our employees, the communities we support, and the patrons we transport. For these reasons, all applicants must provide a complete adult criminal conviction record *subject to federal, state and/or locally mandated restrictions*. This includes any conviction and/or criminal charge where the final disposition is still pending. Please note that a criminal conviction history will not necessarily disqualify an applicant from employment. Factors such as age, seriousness and nature of the violation as it relates to the applicable position shall be considered.

Date of conviction or pending charge MM / YYYY	Location of conviction or pending charge City, State	Name of court
/		
Mark appropriate box	Nature of conviction or pending charge	
<input type="checkbox"/> Misdemeanor (Inclusive of ordinance and "summary" convictions) <input type="checkbox"/> Felony <input type="checkbox"/> Pending Charge		
Date of conviction or pending charge MM / YYYY	Location of conviction or pending charge City, State	Name of court
/		
Mark appropriate box	Nature of conviction or pending charge	
<input type="checkbox"/> Misdemeanor (Inclusive of ordinance and "summary" convictions) <input type="checkbox"/> Felony <input type="checkbox"/> Pending Charge		
Date of conviction or pending charge MM / YYYY	Location of conviction or pending charge City, State	Name of court
/		
Mark appropriate box	Nature of conviction or pending charge	
<input type="checkbox"/> Misdemeanor (Inclusive of ordinance and "summary" convictions) <input type="checkbox"/> Misdemeanor <input type="checkbox"/> Felony <input type="checkbox"/> Pending Charge		

APPLICANTS APPLYING FOR POSITIONS REQUIRING A DRIVERS LICENSE

LICENSE INFORMATION			
State	License #	Type	Expiration date
A.	Have you ever been denied a license, permit or privilege to operate a motor vehicle?		<input type="checkbox"/> Yes <input type="checkbox"/> No
B.	Has any license, permit or privilege ever been suspended or revoked?		<input type="checkbox"/> Yes <input type="checkbox"/> No
C.	Have you ever been disqualified subject to Part 391 of the Federal Motor Carrier Safety Regulation?		<input type="checkbox"/> Yes <input type="checkbox"/> No
D.	Have you in the past three (3) years failed or refused a DOT-mandated pre-employment test(s)?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If "YES" to any of the above, explain:			
How many years of driving experience do you have?		<input type="checkbox"/> Less than 3 years	<input type="checkbox"/> 3 years or more

DRIVING EXPERIENCE

	Class of equipment	Type of equipment (van, tank, flat, etc.)	Dates		Approximate total number of miles
			From	To	
Straight Truck					
Auto or Van					
Bus					
Other _					
List all states where you have held a CDL in the last five years:					
List special driving courses or training you have received:					
What driving awards have you received? From whom?					
Have you had experience supervising children or vulnerable adults? Explain:					
Have you ever driven a bus? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, for what company or school district?		Dates:		Salary / pay rate:

ACCIDENT REVIEW FOR PAST 3 YEARS

	Date	Nature of accident (head-on, rear-end, upset, etc.)	Fatalities	Injuries (other than yourself)
Last collision				
Next previous				
Next previous				

IMPAIRED DRIVING CONVICTIONS—DRIVING UNDER THE INFLUENCE (DUI) / DRIVING WHILE INTOXICATED (DWI)

Location	Date	Charge	Penalty

TRAFFIC CITATIONS / CONVICTIONS & FORFEITURES FOR THE PAST 3 YEARS (other than parking violations)

Location	Date	Charge	Penalty

TECHNICIAN / MECHANIC APPLICANTS ONLY

Type of experience	Length of experience	Type of experience	Length of experience
Engine tune-up; Diesel		Air Brakes / Steering	
Engine tune-up; Gas		Brakes / Steering	
Electrical Systems		Lubrication	
Clutch & Transmission-Truck		Tire repair	
Inspection License Class		Do you own your own shop tools?	<input type="checkbox"/> Yes <input type="checkbox"/> No
List current ASE's:			
Describe your diagnostic experience:			
List any other skills which are relevant for the position you seek:			

ADDITIONAL QUALIFICATIONS

APPLICANT'S STATEMENT AND RELEASE

I certify that all statements made on this Application for Employment and in any subsequently executed questionnaire or employment document are true and correct. I understand that any material falsifications or omissions made on this application, or on any pre-employment document, may result in termination of my candidacy or any subsequent employment.

If an employee relationship is established, I understand that such employment is terminable at will at any time, for any reason, with or without cause, and with or without notice. I also understand that any period of employment is not for any specific duration. In addition, I understand that no one is authorized to make oral exceptions to this policy, and written exceptions are permitted only when they are signed by the Company President or his or her designee.

I authorize the Company and its representatives to conduct background evaluations and obtain information including but not limited to, criminal history checks from federal, state or local authorities, the Department of Transportation (DOT) and/or the Federal Transit Administration (FTA).

I hereby expressly authorize such inquiries and fully release and discharge the Company and consumer reporting agency, their respective affiliates, subsidiaries, directors, officers, employees, agents and attorneys thereof, and each of them, and any individual, organization, entity, agency, or other source providing information to a consumer reporting agency from all claims and damages arising out of or relating to any investigation of my background for employment purposes. This release is valid for all federal, state, county and local agencies, authorities, previous employers, military services and educational institutions.

I acknowledge that any offer of employment is conditioned upon successfully taking and passing any applicable pre-employment tests, taking a drug screen and the Company's receipt of satisfactory results of such a test, and receipt of satisfactory background checks and, if necessary to determine ability to perform essential duties of the position offered, the satisfactory results of physical examination.

This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.

Applicant Name:		Date:	
Applicant Signature:			

Note: This Application for Employment will be considered active for 6 months.

INTERNAL USE ONLY

Individual receiving and reviewing application:	Title:	Date:

APPLICANT DISPOSITION:

<input type="checkbox"/> A. Applicant withdrew from process	<input type="checkbox"/> H. Conditional offer made
<input type="checkbox"/> B. Disclosure of a disqualifying event	<input type="checkbox"/> I. Falsification of application
<input type="checkbox"/> C. Cannot work required hours	<input type="checkbox"/> J. Failed reference/previous employment check
<input type="checkbox"/> D. Application reviewed—not selected	<input type="checkbox"/> K. Failed pre-employment drug test/DOT physical
<input type="checkbox"/> E. Interviewed—not selected	<input type="checkbox"/> L. Failed MVR check
<input type="checkbox"/> F. Failed pre-employment or license requirement	<input type="checkbox"/> M. Failed criminal background check
<input type="checkbox"/> G. Does not meet minimum age requirement	



Voluntary Disclosure Form

Date _____

Regulations of the Equal Employment Opportunity Commission (EEOC) and the Office of Federal Contract Compliance Programs (OFCCP) require employers to compile data regarding the nature and makeup of their work forces in order to further the goals of Title VII of the Civil Rights act of 1964 as amended. Your responses to the following questions will help us comply with this requirement.

Completion of this questionnaire is entirely voluntary. Should you opt to complete the questionnaire, your response will be used solely for the purposes of preparing reports required by the EEOC. Your response will be kept confidential, and will play no part in our evaluation of your suitability for employment, employment performance or status. The completed questionnaire will be kept separate from your application, and any subsequent personnel file.

We appreciate your assistance.

Position applied for (indicate only one position per form): _____

Last 4 digits of Social Security Number: XXX-XX-_____

SEX (check one)

Male (M) Female (F)

GROUP STATUS (check one)

1. Hispanic or Latino (Cuban, Mexican Puerto Rican, South or Central American or other Spanish culture or origin regardless of race)
2. White (Not Hispanic or Latino)
3. Black or African American (Not Hispanic or Latino)
4. Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
5. Asian (Not Hispanic or Latino)
6. American Indian or Alaska Native (Not Hispanic or Latino)
7. Two or More Races (Not Hispanic or Latino)

REFERRAL SOURCE (check one)

- | | | |
|---|---|--|
| 1. <input type="checkbox"/> Mail in | 4. <input type="checkbox"/> Employee Referral | 7. <input type="checkbox"/> Intra Company Referral |
| 2. <input type="checkbox"/> Employment Agency | 5. <input type="checkbox"/> Advertisement | 8. <input type="checkbox"/> College Recruiting |
| 3. <input type="checkbox"/> Walk in | 6. <input type="checkbox"/> State Agency | 9. <input type="checkbox"/> Other _____ |

FOR OFFICE USE ONLY

Company Job Title _____

EEO Group Status: 1 2 3 4 5 6 7

EEO Job Group: 1 2 3 4 5 6 7 8 9 10

Location/Department Name _____ Location Code _____

Job Group Key: 1. Exec / Sr. Mgrs. 2. First/Mid Level Mgrs. 3. Professionals 4. Technicians (requiring post secondary education). 5. Sales Workers 6. Admin. Support Workers 7. Craft Workers (includes mechanics) 8. Operatives (includes bus drivers) 9. Laborers & Helpers 10. Service Workers

An Equal Opportunity Employer That Values Diversity