

Mendocino Transit Authority Employment Application

INSTRUCTIONS: PLEASE READ CAREFULLY

1. Read carefully and fill out completely. Resumes may be attached but the application must still be filled out completely. Incomplete applications will not be considered.
2. A current copy of [H6] driving record from the Department of Motor Vehicles must accompany your application.
NOT REQUIRED FOR NON DRIVING POSITIONS
3. Do not provide any information in your answers that indicates your race, religion, or ethnic background.
4. Return this application by the filing date.
5. All applications received will be kept on file for three months for possible future consideration.

Position Applied for:

Community you are applying to work in:

Name:

Address:

City

State

Zip

Telephone:

Email:

Home:

Other:

Social Security #:

Driver's License #:

State:

Class:

Expires:

Email:

Where did you hear about this job position?

MTA USE ONLY

Date Received:

Interview Date:

Time:

Physical Exam:

Date:

Time:

Physical Performance Evaluation:

Date:

Time:

Drug/Alcohol Test:

Date:

Time:

Date of Hire:

Correspondence:

REMARKS

| | | |
|---------------------------------------------------------------------|-------------------|----|
| | Circle one | |
| Have you ever filed an application with MTA before? If yes, when | Yes | No |
| Have you ever been employed at MTA before? If yes, when | Yes | No |
| (Note name if different at that time) | | |

| | | | |
|----------------------------------------|-----------|-----------|--------|
| What type of employment do you prefer? | Full Time | Part Time | Either |
|----------------------------------------|-----------|-----------|--------|

Circle below your availability for work. Be sure to list the hours you are available if you can work only part of the day.

| | | | | | |
|-----------|----------------------------|----|---|----|-------------|
| Sunday | Anytime or Limited Hours (| to |) | or | cannot work |
| Monday | Anytime or Limited Hours (| to |) | or | cannot work |
| Tuesday | Anytime or Limited Hours (| to |) | or | cannot work |
| Wednesday | Anytime or Limited Hours (| to |) | or | cannot work |
| Thursday | Anytime or Limited Hours (| to |) | or | cannot work |
| Friday | Anytime or Limited Hours (| to |) | or | cannot work |
| Saturday | Anytime or Limited Hours (| to |) | or | cannot work |

| | | |
|--------------------------------------------------------|-----|----|
| Are you willing and able to work holidays if required? | Yes | No |
|--------------------------------------------------------|-----|----|

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|--------------------------|
| When can you start work? |
|--------------------------|

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|----------------------------------------------------------|-----|----|
| Have you been a licensed driver for at least five years? | Yes | No |
|----------------------------------------------------------|-----|----|

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|----------------------------------------------------------------------------------------------------------------------|
| How many moving violations have you received in the last three years? (Do not include parking ticket convictions) |
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|--------------------------------------------------------------------------------------|-----|----|
| Has your driver's license ever been suspended or revoked? If yes, please explain: | Yes | No |
| | | |

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|---------------------------------------------------------------------------------------|-----|----|
| Do you now or in the last six months used any illegal drugs or controlled substances? | Yes | No |
|---------------------------------------------------------------------------------------|-----|----|

| | | |
|-----------------------------------------------------------------------------|-----|----|
| Have you been convicted of driving under the influence of drugs or alcohol? | Yes | No |
|-----------------------------------------------------------------------------|-----|----|

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|-------------------------------------------------|------|----|
| Have you completed service in the armed forces? | Yes | No |
| Branch | Rank | |
| Type of discharge | | |

| | | |
|------------------------------------------|------|----|
| Are you currently in the National Guard? | Yes | No |
| Branch | Rank | |

| | | |
|--------------------------------------------------------------------------------------|------------|----|
| Do you read, write, and speak English fluently? | Circle one | |
| | Yes | No |
| Do you read, write, or speak any other language fluently? If yes, which languages | Yes | No |

Finger printing of all new employees is required and a check for certain criminal convictions will be done. All persons hired must submit proof of their legal right to work in the United States of America as required by the US Government. MTA employees have significant safety responsibilities so we are expected to be free of the influence of drugs and alcohol. Periodic testing for drugs and alcohol use may be required. All drivers are required to wear specific clothing. Persons being considered for driving positions are required to obtain a license or student permit appropriate to the specific job requirements and pass a physical exam given by an MTA designated doctor prior to beginning employment. Any offer of employment is contingent upon successfully passing the following requirements: Physical Examination, Physical Performance Evaluation, Pre-employment Drug Testing and Drivers License.

Do you understand and accept the above requirements? Yes No

Signature: _____

EDUCATION AND TRAINING

| | | |
|-------------------------------------------------------|-----|----|
| Did you graduate from high school or pass a GED Test? | Yes | No |
|-------------------------------------------------------|-----|----|

Circle the last year of school completed: 8 9 10 11 12 13 14 15 16 17 18

(1) List below any degrees, certificates, or any other training completed:

| School | Address | Hours/ Units | Degree or Certificate |
|--------|---------|-----------------|--------------------------|
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(2) List any licenses, machine skills, office equipment skills, or other special skills pertinent to the position applied for:

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(3) Why are you seeking employment at MTA?

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EMPLOYMENT HISTORY

Begin with your present or most recent job. Show at least the last ten years of work history. This is required by law. Include any pertinent U.S. Military service. Describe in detail the work experience which you believe meets the requirements for the position you are seeking. Applications not showing the required experience will not be considered further. Additional information or a resume may be attached, but all items on this application must be completed.

| | | |
|----------------------------|----------------------------------|-----|
| (4) Employer: | Employment Date: From: | To: |
| Address: | | |
| Job Title: | | |
| Supervisor: | Telephone #: | |
| Work Performed: | | |
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| | | |
| Reason for Leaving: | | |
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|----------------------------|----------------------------------|-----|
| (5) Employer: | Employment Date: From: | To: |
| Address: | | |
| Job Title: | | |
| Supervisor: | Telephone #: | |
| Work Performed: | | |
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| | | |
| Reason for Leaving: | | |

| | |
|----------------------------|--------------------------------------------------|
| (6) Employer: | Employment Date: From: _____ To: _____ |
| Address: | |
| Job Title: | |
| Supervisor: | Telephone #: |
| Work Performed: | |
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| Reason for Leaving: | |
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CERTIFICATION AND RELEASES

I hereby certify that this application contains no misrepresentations or falsifications and that the information given is true and complete to the best of my knowledge and belief.

I authorize the Mendocino Transit Authority to conduct any and all necessary checks and investigations related to evaluation of my qualifications for employment.

In the event of employment, I understand that false or misleading information given in the application or subsequent interviews or testing may be cause for dismissal. I also understand that I am liable to abide by all rules and policies of Mendocino Transit Authority.

I hereby request and authorize all my former employers to make full disclosure to Mendocino Transit Authority of reasons for termination of my employment, their evaluation of the quality of my work and generally, of the entire contents of their records and files concerning my work history. I release all my former employers from liability on account of giving such information to the Mendocino Transit Authority.

Signature

Date