



APPLICATION FOR EMPLOYMENT

Please read carefully.

Type or print clearly in ink.

Answer all questions.

Paratransit, Inc., is an equal opportunity employer. All qualified persons are welcome to submit applications for employment. Every applicant must fully complete this Application for Employment.

Name _____
Last, First & Middle

Present Address _____
Number & Street City, State & Zip Code Telephone Number

Mailing Address _____
Number & Street City, State & Zip Code

Position for which you are applying _____
(Submit a separate application for each position)

Would you accept temporary employment? yes ☐ no ☐

Is any additional information relative to change of name, use of assumed name, or nickname necessary to enable a check on the information you are providing on this application? yes ☐ no ☐

If yes, please explain: _____

Do you have a valid Driver's License? yes ☐ no ☐

License Number

Class

Expiration Date

Were you ever informed by a previous employer that you were being terminated or forced to resign due to misconduct or unsatisfactory service? yes ☐ no ☐

If yes, please explain the circumstances and give the employer's name: _____

Circle the highest grade of school completed: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

High School Graduate

yes ☐

no ☐

Passed GED High School Tests

yes ☐

no ☐

n/a ☐

Applicants for Clerical Positions Only

Typing Speed: _____

Office Machine Operated: _____

Computer Programs: _____

Provide the information listed below about any college or university you have attended and/or of any business, trade, service, or correspondence school:

Name of Institution

Address

Course of Study

Duration

Degree

List any degrees, licenses or certificates of professional or vocational competence you hold:

Please list job-related organizations, clubs, professional societies, or other associations to which you belong. You may omit those which indicate your race, religious creed, color, national origin, ancestry, gender, sexual orientation or age:

If you have served in the military or volunteered in the community, list any skills you learned which you feel are relevant to the position for which you are applying:

Starting with your most recent employment, provide a complete record of all employment during the **past ten years**. A resume may not be used as a substitute, but may be attached if you so desire. **If more space is needed, sign and attach each additional sheet.** Please explain all gaps in employment.

From Month/Day/Year	Employer's Name/Address/Phone	Your Title: Job Duties:
To Month/Day/Year	Supervisor's Name	
Why did you leave?		

From Month/Day/Year	Employer's Name/Address/Phone	Your Title: Job Duties:
To Month/Day/Year	Supervisor's Name	
Why did you leave?		

From Month/Day/Year	Employer's Name/Address/Phone	Your Title: Job Duties:
To Month/Day/Year	Supervisor's Name	
Why did you leave?		

From Month/Day/Year	Employer's Name/Address/Phone	Your Title: Job Duties:
To Month/Day/Year	Supervisor's Name	
Why did you leave?		

Applicants for Safety-Sensitive Positions Only

During the past two years have you tested positive or refused to test on any pre-employment drug and alcohol test administered by an employer that they applied to, but did not obtain, safety-sensitive transportation work covered by DOT drug and alcohol testing rules? yes ☐ no ☐

I agree and understand that any misrepresentation of information or omission of facts I have provided in this Application for Employment may result in immediate discharge.

I agree and understand that representatives of Paratransit, Inc., may investigate my background to ascertain and obtain any and all information of concern to my record, whether same is of record or not, including without limitation matters of public record. "Public records" are defined as "records documenting an arrest, indictment, conviction, civil judicial action, tax lien, or outstanding judgment." I understand and agree that I have a right to receive a copy of public record information directly obtained by Paratransit, Inc. I understand and agree that I will not receive a copy of such public record information if I check the box below waiving my right to such information. I release Paratransit, Inc., its employees, and all persons from any liability for furnishing such information.

I waive my right to a copy of public record information obtained by Paratransit, Inc.
(Please initial appropriate box)

Yes **No**
☐ ☐

I agree and understand that this application for employment in no way obligates Paratransit, Inc., to employ me.

I agree and understand that employment with Paratransit, Inc. is at-will and may be terminated by either the employee or Paratransit, Inc. at any time, with or without cause, and with or without notice.

Based upon job requirements, offers of employment may be conditional and contingent on the successful completion of a pre-employment drug test, post job offer physical, fingerprint clearance and/or background investigation. Safety-sensitive positions are subject to Paratransit, Inc.'s Drug and Alcohol Testing Program.

I certify that this Application for Employment was completed by me, and that all entries on it and information in it and any attachments signed by me are true and correct to the best of my knowledge.

Signature of Applicant

Date Signed



EMPLOYMENT QUESTIONNAIRE

APPLICANT: This completed section is confidential and will be detached and filed separately from your application. This information is *voluntary* and is gathered in accordance with State and Federal laws for the purpose of evaluating the effectiveness of our equal opportunity/affirmative action program and recruitment efforts.

Position Applied For:	Please check one: ☐ Male ☐ Female	Date:
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PLEASE CHECK ONLY ONE BOX FOR THE RACIAL/ETHNIC CATEGORY WITH WHICH YOU MOST CLOSELY IDENTIFY.

- | | |
|---|---|
| ☐ HISPANIC OR LATINO | A person of Cuban, Mexican, Puerto Rican, South or Central America, or Spanish culture or origin regardless of race. This does not include persons who acquire a Spanish surname. |
| ☐ WHITE/CAUCASIAN | A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. |
| ☐ BLACK OR
AFRICAN AMERICAN | A person having origins in any of the black racial groups of Africa. |
| ☐ NATIVE HAWAIIAN OR
OTHER PACIFIC ISLANDER | A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. |
| ☐ ASIAN | A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent (this includes Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, Laos, and Vietnam). |
| ☐ AMERICAN INDIAN OR
ALASKAN NATIVE | A person having origins in any of the original peoples of North America and South America (including Central America) and who maintain tribal affiliation or community attachment. |
| ☐ TWO OR MORE
RACES | All persons who identify with more than one of the above six races. |

I FIRST LEARNED OF THIS JOB OPENING THROUGH (check one only):

- | | | |
|---|---|---|
| ☐ Paratransit Website | ☐ Paratransit's Job Line | ☐ Indeed |
| ☐ Paratransit Employee | ☐ Craig's List | ☐ Other (Please Specify) |
| ☐ Building Signs/Window Ad | ☐ Zip Recruiter | _____ |