



Greater New Haven Transit District
 An Affirmative Action/Equal Opportunity Employer That Values Diversity

EMPLOYMENT APPLICATION

We are an affirmative action/equal opportunity employer, dedicated to a policy of nondiscrimination in all terms and conditions of employment. It is the policy of GNHTD to consider all job applications on the basis of merit without regard to race, color, creed, national origin, ancestry, religion, sex, age, disability or any other legally protected class status. We are a drug and alcohol free workplace.

PERSONAL INFORMATION:

Name: _____

First

Middle Initial

Last

Present Address: _____

Street

City

State

Zip Code

Telephone - -

Do you require a work permit? YES NO

Are you a U.S. Citizen or an alien who has the legal right to remain and work in the U.S.?

YES NO (proof of lawful work status is required if you are extended a job offer)

Are you fully able to perform the duties of the job(s) for which you have applied, with or without a reasonable accommodation?

YES NO

If no, please describe any tasks which you are not able to perform with or without reasonable accommodation:

EMPLOYMENT DESIRED:

Position(s) applied for: _____

Date you can start: / /

Were you ever worked for Greater New Haven Transit District?

YES NO

If yes, When? _____ Reason for leaving: _____

State names of relatives/friends employed by GNHTD: _____

State names of relatives/friends serving on the GNHTD Board or committee: _____

EDUCATION:

Highest Grade Completed: _____

Name and location of schools attended: _____

List all licenses, vocational or trade training and certificates: _____

REFERENCES: List three (3) references other than relatives:

1.				
Name	Address	Phone #	Occupation	Years known
2.				
Name	Address	Phone #	Occupation	Years known
3.				
Name	Address	Phone #	Occupation	Years known

DRIVERS, MECHANICS & FLEET PERSONNEL APPLICANTS, COMPLETE THIS INFORMATION:

Drivers License Exp Date: / / State of Issue: Endorsement:

ADMINISTRATIVE, FINANCIAL, CLERICAL APPLICANTS, COMPLETE THIS INFORMATION:

List word processing, typing skills, computer data entry skills, familiarity with office machines, knowledge of specific computer software, etc.: _____

EMPLOYMENT HISTORY:
****RESUMES WILL NOT SERVE AS A SUBSTITUTE****

List below your work experience (starting with your present or most recent employer) for the last five years or your last three employers, whichever will provide us with the most information about your work experience. Attach additional sheets if you need additional space. Please account for all periods of unemployment. May we contact your present employer? YES NO

EMPLOYER 1

Name & Address of Employer _____ Superior _____

Job Title _____ From _____ To _____ Salary _____ Start _____ Ending _____

Briefly describe your job duties & work experience: _____

Reason for leaving: _____

EMPLOYER 2

Name & Address of Employer _____ Superior _____

Job Title _____ From _____ To _____ Salary _____ Start _____ Ending _____

Briefly describe your job duties & work experience: _____

Reason for leaving: _____

EMPLOYER 3

Name & Address of Employer _____ Superior _____

Job Title _____ From _____ To _____ Salary _____ Start _____ Ending _____

Briefly describe your job duties & work experience: _____

Reason for leaving: _____

IMPORTANT: BACKGROUND SCREENING WILL BE CONDUCTED IF A CONDITIONAL OFFER OF EMPLOYMENT IS MADE

For All Applicants:

Do you have a motor vehicle violations record? YES NO

APPLICANT'S STATEMENT AND AUTHORIZATION

I understand that my employment may be terminated with or without notice, at any time, at either my option or that of Greater New Haven Transit District.

I understand that no management representative has any authority to enter into any employment agreement, contrary to the foregoing, without written approval of the District.

I voluntarily authorize the employer and/or its designated representative, to investigate my employment history, references, criminal history (if any), motor vehicle history, as well as my educational background, and agree to cooperate in such investigation.

I hereby release from all liability and/or responsibility, all current employers, former employers and educational institutions I have attended, as well as their employees or representatives who participate in providing such information. I further release from any and all liability, all agents of the entity and its employees who collect such information for the purpose of preparing an employment verification report on my previous employment activities, criminal history (if any), motor vehicle history, and education.

I agree that the contents of the employment verification report may be provided to the District named above in evaluating my qualifications for the position for which I am applying or for other positions in such organization. If requested by the District, after a conditional offer of employment is made, I agree to be tested for drug/alcohol use at no personal expense and authorize the examining physician to disclose the finding to the District.

Applicants of driving positions must provide proof of a valid Connecticut Drivers License with a Public Service endorsement accompanied by a current Department of Transportation Medical Card.

All driving positions are subject to a motor vehicle background check. I understand that any offer of employment is conditioned upon receipt of satisfactory references, satisfactory background checks, and satisfactory completion of all applicable testing.

How did you hear about this position?

- Indeed.com
- Monster.com
- CareerBuilder.com
- Employee referral
- Other: _____

Date:

Applicant's Signature:

Received by Human Resources and entered into EEOC: