



EMPLOYMENT APPLICATION

*The Bloomington Public
Transportation Corporation*

www.bloomingtontransit.com

130 West Grimes Lane

Bloomington, Indiana 47403

(812) 332-5688

We consider applicants for all positions without regard to race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability, sexual orientation, gender identity, number of dependents, housing status, or any other legally protected status. Reasonable accommodations for people with disabilities are available upon request from Human Resources.

If you need help filling out this application form or for any phase of the employment process, please notify Human Resources. Please PRINT clearly. Incomplete or illegible applications will not be processed.

POSITION YOU ARE APPLYING (BE SPECIFIC): _____ TODAY'S DATE: _____

CONTACT INFORMATION

NAME _____
(Last) (First) (Middle)

Social Security: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: () _____

Referred by: _____

Date you can start: _____ Salary desired: _____

If hired, would you have a reliable means of transportation to and from work? Yes No

Are you age 21 or older? Yes No

Are you available for work on nights and weekends? Yes No

Would you be able to work overtime, if necessary? Yes No

Have you ever been terminated or asked to resign from a job? Yes No

(Answering yes to this question will not necessarily disqualify an applicant from employment)

Please explain:

Do you have any other experience, training, qualifications, or skills that make you especially suited for work at Bloomington Transit? Yes No List below:

Are you prevented from lawfully becoming employed in this country because of Visa or immigration Status? Yes No

(Proof of eligibility to work in the U.S will be required upon employment)

Have you ever, under your name or another name, been arrested for or *convicted* of a crime that has not been expunged by a court? Yes No Please elaborate:

If yes, please explain each conviction fully, when, where and of what you were convicted and the disposition of the case(s):

Are you currently charged with a crime, or released on bond or on your own recognizance, pending trial for a criminal offense? Yes No Please elaborate:

A current charge or conviction will not necessarily disqualify an applicant from employment.

Do you have a driver's license? Yes No If yes, what state? _____

Do you have a valid CDL? Yes No Type: _____

What is your driver's license number? _____

Is your driver's license currently suspended? _____

Has your driver's license *ever* been suspended? _____

List any moving violations within the past three years:

Have you ever been convicted for driving under the influence (DUI)? Yes No

In the past two years have you refused or had a positive, adulterated or substituted test result on a DOT drug screen? Yes No

In the past two years have you refused or had a positive, adulterated or substituted test result on a DOT pre-employment drug screen? Yes No

Are you able to perform the essential functions of the job for which you are applying without reasonable accommodations? Yes No

EDUCATION

Are you a High School Graduate? Yes No

Name of High School _____

Date and location of your GED certificate _____

Name of College you attended _____

Did you graduate? Yes No

Major and Type of Degree _____

Trade/Business/Correspondence Schools

Name _____

Types of Degrees _____

May we inquire of your present employer? Yes No

Have you applied to this office before? Yes No When? _____

FORMER EMPLOYERS Please list all present and past employment for the last 10 years.

As part of the application process and consistent with the job described, we may seek information related to your character, work habits, performance, experience, driving records, court records, education, and credentials. The correct telephone numbers of past employers are critical. Please complete this section even if you are attaching a resume.

CURRENT OR MOST RECENT EMPLOYER

Name: _____
Address: _____
Dates of employment: _____ to: _____ Telephone No. _____
Your Supervisor's Name: _____
Ending salary or wage: _____
Your position and duties: _____

Exact reason for leaving _____
Did you leave this employment voluntarily? Yes No

SECOND MOST RECENT EMPLOYER

Name: _____
Address: _____
Dates of employment: _____ to: _____ Telephone No. _____
Your Supervisor's Name: _____
Ending salary or wage: _____
Your position and duties: _____

Exact reason for leaving _____
Did you leave this employment voluntarily? Yes No

THIRD MOST RECENT EMPLOYER

Name: _____
Address: _____
Dates of employment: _____ to: _____ Telephone No. _____
Your Supervisor's Name: _____
Ending salary or wage: _____
Your position and duties: _____

Exact reason for leaving _____
Did you leave this employment voluntarily? Yes No

FOURTH MOST RECENT EMPLOYER

Name: _____
Address: _____
Dates of employment: _____ to: _____ Telephone No. _____
Your Supervisor's Name: _____
Ending salary or wage: _____
Your position and duties: _____

Exact reason for leaving _____
Did you leave this employment voluntarily? Yes No

FIFTH MOST RECENT EMPLOYER

Name: _____
Address: _____
Dates of employment: _____ to: _____ Telephone No. _____
Your Supervisor's Name: _____
Ending salary or wage: _____
Your position and duties: _____

Exact reason for leaving _____

Did you leave this employment voluntarily? Yes No

SIXTH MOST RECENT EMPLOYER

Name: _____

Address: _____

Dates of employment: _____ to: _____ Telephone No. _____

Your Supervisor's Name: _____

Ending salary or wage: _____

Your position and duties: _____

Exact reason for leaving _____

Did you leave this employment voluntarily? Yes No

SEVENTH MOST RECENT EMPLOYER

Name: _____

Address: _____

Dates of employment: _____ to: _____ Telephone No. _____

Your Supervisor's Name: _____

Ending salary or wage: _____

Your position and duties: _____

Exact reason for leaving _____

Did you leave this employment voluntarily? Yes No

EIGHTH MOST RECENT EMPLOYER

Name: _____

Address: _____

Dates of employment: _____ to: _____ Telephone No. _____

Your Supervisor's Name: _____

Ending salary or wage: _____

Your position and duties: _____

Exact reason for leaving _____

Did you leave this employment voluntarily? Yes No

UNEMPLOYMENT HISTORY: Please list any time(s) you were not employed (after leaving school) in the last 10 years. You do not need to include periods of one month or less.

Time Period

Reason Unemployed

REFERENCES:

List three person not related to you, whom you have known at least one year, and who are familiar with your professional reputation/work performance.

1. Name _____
Address _____
Business _____ Phone () _____
Years acquainted _____
2. Name _____
Address _____
Business _____ Phone () _____
Years acquainted _____
3. Name _____
Address _____
Business _____ Phone () _____
Years acquainted _____

In case of emergency notify:

BLOOMINGTON PUBLIC TRANSPORTATION CORPORATION BACKGROUND CHECK AUTHORIZATION

I hereby authorize Bloomington Public Transportation Corporation to conduct criminal background checks to determine my eligibility for employment or continued employment.

I understand that the Bloomington Public Transportation Corporation is asking for my date of birth, previous names and previous addresses only to conduct background checks and for no other reason.

By signing below, I hereby authorize the Bloomington Public Transportation Corporation to conduct background checks on me. I hereby release the Bloomington Public Transportation Corporation from any liability related to the procurement and/or disclosure of any information provided by me or obtained about me in connection with my application for employment with the Bloomington Public Transportation Corporation. I understand that any information gathered as a result of background checks will be kept confidential. I make this waiver knowingly and voluntarily.

Applicant's Signature: _____ Date: _____

Printed Name: _____

Other Names Used (if applicable): _____

Date of Birth: _____ Social Security Number: _____

Current Address: _____
(Include city, state and zip code)

Date: _____ to: _____

Previous Address: _____
(Include city, state and zip code)

Date: _____ to: _____

Previous Address: _____
(Include city, state and zip code)

Date: _____ to: _____

Previous Address: _____
(Include city, state and zip code)

Date: _____ to: _____

Previous Address: _____
(Include city, state and zip code)

Date: _____ to: _____