



Clinton Area Transit System
 215 North Scott Road
 St. Johns, MI 48879
 (989) 224-8127

Application for Employment

Applicant Information

Date of Application: _____ Position Applied for: _____

Legal Name: _____
Last First Middle

Address: _____
Street City/State Zip Code

Home Phone: () _____ Cell Phone: () _____

E-Mail address: _____

Are you 21 years of age or older? Yes No

Are you a citizen of the United States? Yes No If no, are you authorized to work in the U.S.? Yes No

Have you previously worked for Clinton Area Transit System? Yes No If yes, when? _____

Do you currently hold a valid Michigan Driver's License? Yes No

Do you hold a valid Michigan Chauffer's License? Yes No

Do you hold a valid Michigan Commercial Driver's License? Yes No

Class _____ Endorsements _____ Restrictions _____ Expiration Date _____

Driver's License number: _____ State Issued _____

Has your license(s) to drive ever been suspended or revoked in Michigan or any other state? Yes No
 If yes, please explain and give dates:

How many points are currently on your Michigan driver's license? _____

How many accidents have you been involved in, regardless of severity? _____

Are there any felony charges pending against you currently? Yes No

Have you ever been convicted of a felony? Yes No If yes, please explain incident and include dates below:

Education

High School: _____ Address: _____ Did you graduate? Yes No

Dates Attended: _____ Diploma: Yes No

College: _____ Address: _____ Did you graduate? Yes No

Dates Attended: _____ Degree: _____

Other: _____ Address: _____ Did you graduate? Yes No

Dates Attended: _____ Degree/Certificate: _____

Additional Information

If hired, what date are you available to start work? _____

What days and hours are you available to work?

<u>Day</u>	<u>Shift</u>	<u># of hours available</u>	<u>Available/Unavailable</u>
Monday	A.M/P.M	_____	<input type="checkbox"/> Available <input type="checkbox"/> Unavailable
Tuesday	A.M/P.M	_____	<input type="checkbox"/> Available <input type="checkbox"/> Unavailable
Wednesday	A.M/P.M	_____	<input type="checkbox"/> Available <input type="checkbox"/> Unavailable
Thursday	A.M/P.M	_____	<input type="checkbox"/> Available <input type="checkbox"/> Unavailable
Friday	A.M/P.M	_____	<input type="checkbox"/> Available <input type="checkbox"/> Unavailable

Professional References

List four (4) professional references below.

Name: _____ Phone: () _____

Address: _____ Occupation _____

Name: _____ Phone: () _____

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Name: _____ Phone: () _____

Address: _____ Occupation _____

Name: _____ Phone: () _____

Address: _____ Occupation _____

Employment History

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: _____ Ending Salary: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: _____ Ending Salary: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: _____ Ending Salary: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Notification to Applicant

Please read the following information carefully:

Equal Employment Opportunity

The Clinton Area Transit System is an equal opportunity employer and does not discriminate on the basis of religion, race, color, national origin, age, sex, pregnancy, height, weight, marital status, or disability in compliance with state and federal law.

Right to Request Reasonable Accommodation

The Michigan Persons with Disabilities Civil Rights Act requires that you notify the Clinton Area Transit System, in writing, within 182 days after the date you know or reasonable should have known that an accommodation for a disability will be needed to permit you to perform the duties of the position for which you are applying to pursue a claim alleging a violation of law for failure to make a reasonable accommodation. Written notification of need for reasonable accommodation in the application and interview process and/or any questions or concerns regarding this notice should be directed to the General Manager of the Clinton Area Transit System at 215 North Scott Road, St. Johns, MI 48879.

Authorization to Work in the U.S.

Before any applicant offered employment can begin work, the person will be required and must be able to verify and document that he or she is authorized to work in the United States according to the requirements of federal law. Any offer of employment made to an applicant is conditional upon the applicant's completion of this process.

Criminal Records and Driving Records Check

An applicant to be offered employment is required to submit to a criminal record and driving records check by state and federal law enforcement agencies. Any offer of employment is conditional upon the applicant's completion of the criminal records and driving records check procedures and a review of the results.

Employment Misconduct Check

As required by law, an applicant to be offered employment shall be required to execute an authorization and release for previous employers to provide the Clinton Area Transit System with any information about acts of misconduct by him or her during his or her previous employment with a prior employer. Any offer of employment is conditional upon the applicant's completion of the employment misconduct check procedures and review of the results.

Pre-employment and Future Medical Examination & Drug and Alcohol Testing

An applicant to be offered employment shall be required to submit to a pre-employment and future medical examinations and drug and alcohol testing, to determine his or her ability to perform the essential functions of the position for which he or she is being considered. Any offer of employment is conditional upon the completion of and satisfactory results from the pre-employment medical examination and drug and alcohol testing results. If an offer of employment is made and accepted, eligibility of employment will be conditional based on satisfactory results of future medical examinations and random drug and alcohol testing, as may be required by Clinton Area Transit System.

Truthful Application

The information provided by an applicant on this application or through any written or verbal communication made by the applicant during the application and/or review process must be completely truthful and provided without any concealment, misrepresentation, falsehood, evasion, or dishonesty of any kind. Any offer of employment is conditional upon the applicant being completely truthful in the information provided in the application and/or interview process and the continued employment of a person with the Clinton Area Transit System may be terminated if any information provided by the applicant during the application and/or interview process is later found to be false, untruthful, or otherwise constitute concealment, misrepresentation, evasion or dishonesty of any kind.

Disclaimer and Signature

In signing this application for employment, I understand that misrepresentation or omission of facts is cause for termination from employment. I agree that the company shall not be liable in any respect if my employment is terminated because of the falsity of statements or answers, or omissions made by me on this application.

I understand further that information concerning my past work record will be sought from my previous employers and other sources and I hereby release from all liability or damages those individuals, corporations or organizations who provide such information.

A final offer of employment will be contingent on Clinton Transit's evaluation of a Secretary of State Driver's license lookup, Michigan State Police I-Chat record check, and Department of Human Services Central Registry Clearance. Each applicant must complete and pass a medical examination for Commercial Driver fitness determination and a pre-employment drug test with a negative test result.

I consent to Clinton Area Transit System performing a driving record check and criminal conviction history check knowing that these records are sought for screening purposes to protect the safety and security of customers and employees. I consent to taking the pre-employment medical examination, **including drug testing**, and such future medical examinations and ongoing drug and alcohol testing as may be required by Clinton Area Transit System.

In consideration of my employment, I agree to conform to the rules and regulations of the Clinton Area Transit System, and if employed my employment and compensation can be terminated, with or without cause (during a minimum six-month probationary period), at the option of either the Clinton Area Transit System or myself.

I certify that the information given on this application is true and complete to the best of my knowledge and belief and agree to the conditions of employment included in this application.

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____

Date: _____

