

SHIAWASSEE AREA TRANSPORTATION AGENCY (SATA)

APPLICATION FOR EMPLOYMENT

Equal access to program, services and employment is available to all persons. Those applicants requiring reasonable accommodations to the application and/or interview process should notify a representative of the Human Resources Department.

Please Print

Name _____
Last First Middle Initial

Address _____
Street City State Zip

Telephone # _____ E-mail Address _____

Position applied for _____ Date of application ____/____/____

Referral Source (Please check the appropriate category and name the source.)

- | | |
|--|---|
| <input type="checkbox"/> Walk-in _____ | <input type="checkbox"/> School _____ |
| <input type="checkbox"/> Employee _____ | <input type="checkbox"/> Job Fair _____ |
| <input type="checkbox"/> Advertisement _____ | <input type="checkbox"/> Staffing Agency _____ |
| <input type="checkbox"/> Company's Website _____ | <input type="checkbox"/> Government Employment Agency _____ |
| <input type="checkbox"/> Other Internet _____ | <input type="checkbox"/> Other _____ |

If necessary, best time to call you at home is _____ AM
PM

May we contact you at work? Yes No

If yes, work number and best time to call:

{ } _____

If you are under 18 and it is required,
Can you furnish a work permit? Yes No

If no, please explain

Have you submitted an application here before? Yes No

If yes, give date(s) and position(s) _____

Have you ever been employed here before? Yes No

If yes, give dates: From ____/____/____ To ____/____/____

Will you work overtime if required? Yes No

If no, please explain _____

Driver's License # _____

Have you ever been bonded? Yes No

Answering "yes" to the following questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever pled "guilty" or "no contest" to, or been convicted of, a felony? Yes No

If yes, please provide date(s) and details _____

EMPLOYMENT HISTORY

Starting with your most recent employer, provide the following information for all full and part-time positions held, including military service. *Please request additional copies of this page if necessary.*

Employer	Telephone # ()	Month Year	Month Year
Street address		Dates Employed / to /	State Zip
Starting job title/final job title			
Immediate Supervisor and title (for most recent position held)		May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	
Why did you leave?			
Summarize the type of work performed and job responsibilities:			
Employer	Telephone # ()	Month Year	Month Year
Street address		Dates Employed / to /	State Zip
Starting job title/final job title			
Immediate Supervisor and title (for most recent position held)		May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	
Why did you leave?			
Summarize the type of work performed and job responsibilities:			
Employer	Telephone # ()	Month Year	Month Year
Street address		Dates Employed / to /	State Zip
Starting job title/final job title			
Immediate Supervisor and title (for most recent position held)		May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	
Why did you leave?			
Summarize the type of work performed and job responsibilities:			
Employer	Telephone # ()	Month Year	Month Year
Street address		Dates Employed / to /	State Zip
Starting job title/final job title			
Immediate Supervisor and title (for most recent position held)		May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	
Why did you leave?			
Summarize the type of work performed and job responsibilities:			
Employer	Telephone # ()	Month Year	Month Year
Street address		Dates Employed / to /	State Zip
Starting job title/final job title			
Immediate Supervisor and title (for most recent position held)		May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	
Why did you leave?			
Summarize the type of work performed and job responsibilities:			

Please list all employment experience. If more space is required, please type on separate sheet of paper.

EMPLOYMENT HISTORY (continued)

Explain any gaps in your employment, other than those due to personal illness, injury or disability: _____

If not addressed on previous page, have you ever been fired or asked to resign from a job? Yes No

If yes, please explain _____

EDUCATIONAL BACKGROUND

Starting with your most recent school attended (beginning with high school) and provide the following information.

School (include city & state)	Years Completed	Completed	GPA Class Rank	Major/Minor
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		

SKILLS AND QUALIFICATIONS

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying.

Computer Skills (Check appropriate boxes. Include software titles and years of experience.)

<input type="checkbox"/> Word Processing _____ Years _____	<input type="checkbox"/> Internet _____ Years _____
<input type="checkbox"/> Spreadsheet _____ Years _____	<input type="checkbox"/> Other _____ Years _____
<input type="checkbox"/> Presentation _____ Years _____	<input type="checkbox"/> Other _____ Years _____
<input type="checkbox"/> E-mail _____ Years _____	<input type="checkbox"/> Other _____ Years _____

REFERENCES

List name and telephone number of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Title	Relationship To You	Telephone	Number of Years Known
			()	
			()	
			()	

RELATED INFORMATION

To what job-related organizations (professional, trade, etc.) do you belong?

Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.

ORGANIZATION	OFFICES HELD

List special accomplishments, publications, awards, etc.

Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.

Is there any other job-related information you want us to know about you? _____

APPLICANT STATEMENT

I CERTIFY THAT THE PRECEEDING INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

I ALSO UNDERSTAND AND AGREE THAT:

1. Any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal or, if employed, termination from employment.
2. It is my understanding that SATA will make a thorough investigation of my entire work and personal history and may verify all data given in my application for employment, related papers, or oral interviews. I authorize such investigation and the giving and receiving of any information requested by SATA and I release from liability any person giving or receiving any such information. I understand that falsification of data so given or other derogatory information discovered as a result of this investigation may prevent my being hired, or if hired, may subject me to immediate dismissal.
3. I agree that my employment may be terminated by SATA at any time without liability for wages or salary except such as may have been earned at the date of such termination. If requested by SATA at any time, I agree to submit to search of my person or locker that may be assigned to me, and I hereby waive all claims for damages on account of such examination. I understand and agree that I may be required to take a physical examination, at SATA's expense, at any time to determine if I am physically fit for the job I am to perform, and I authorize any physician or hospital to release any information which may be necessary to determine my ability to perform the duties of a job I am being considered for prior to employment or in the future during my employment with SATA.
4. Although SATA makes every effort to accommodate individual preferences, operational needs may at times make the following conditions mandatory: overtime, shiftwork, a rotating work schedule, or a work schedule other than Monday through Friday. I understand and accept these as conditions of my continuing employment.

I further understand that this is an application for employment and that NO employment contract is being offered. I understand that if I am employed, such employment is for an indefinite period of time and that SATA can change wages, benefits, and conditions at any time.

I have read and understand the above.

Signature of Applicant

Date

SPECIAL NOTE: THIS APPLICATION WILL BE KEPT ON FILE FOR TWELVE (12) MONTHS ONLY. RESUMES MAY BE ATTACHED TO THIS APPLICATION TO PROVIDE ADDITIONAL INFORMATION.
