



# Central Virginia Transit Management Co., Inc. Application for Employment

## Non-Safety Sensitive

**Note to Applicant:** Please advise us in advance if you require an accommodation to complete this application.

We are an Equal Employment Opportunity employer. We do not discriminate against any applicant or employee on the basis of race, color, sex, religion, national origin, age, disability, or any other consideration made unlawful by applicable federal, state, or local laws.

As a matter of policy and for the safety of the communities we serve, Greater Lynchburg Transit Company (GLTC)/Central Virginia Transit Management Co., Inc (CVTMC) consistently applies background checking standards to all applicants. It is essential that all information requested, including educational background, work, criminal and residential history, be complete and accurate.

**Instructions:** Please type or print in black or blue ink. Answer all questions, checking all boxes that apply. Answer "none" on questions that do not apply. Additional forms are available for each section if needed.

GENERAL INFORMATION					
Last Name	First	Middle	Date of Application: / /		
Present Address: Street	City	County	State	Zip	From? (mo/ yr)
Telephone Number and Area Code: Primary ( ) Secondary ( )		Email address:		If hired, can you present evidence of your legal right to work in the US? <input type="checkbox"/> Yes <input type="checkbox"/> No	
List any other names that you have used in the past 7 years					
Name Used	City	County	State	From / To	
List all addresses for the past 7 years					
Street	City	County	State	From (mo/yr)	To (mo/yr)

Have you ever been fired or asked to resign by an employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, explain:		
What position are you applying for?	Minimum salary / wage requirement:		
How were you referred to our company?	<input type="checkbox"/> Banner <input type="checkbox"/> Flyer <input type="checkbox"/> Print Ad <input type="checkbox"/> On-line Ad <input type="checkbox"/> Radio/TV Ad <input type="checkbox"/> State Employment Agency <input type="checkbox"/> Job Fair <input type="checkbox"/> Community Organization <input type="checkbox"/> Employee referral-Name: <input type="checkbox"/> Other		
Have you ever worked for our company in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No	Where?		When?
Have you applied to our company in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No	Where?		When?
If hired, what date are you available to start work? / /	Would you accept employment in another city? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where?	Are you applying for: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Are you able to work: <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Weekends

**We are an Equal Opportunity Employer that values diversity**  
 Note: A pre-employment drug test and criminal history check are required for employment

**EDUCATIONAL BACKGROUND**

	Name and city/state of school or college	Circle highest grade completed	Did you graduate?	What was your degree and major?
Elementary and Junior High / Middle School		1 2 3 4 5 6 7 8		
High School and/or G.E.D.		9 10 11 12	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	Degree _____ Major _____
Trade, Business, Correspondence or Graduate School		Degree / Certificate earned:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Degree _____ Major _____
List any other training or educational programs of note:				
List any academic honors or other special recognition you have received:				
List any extracurricular activities and school offices of note:				

**EMPLOYMENT HISTORY**

All employment for the past 10 years must be noted below, including jobs held while in school or while in the military. Record your present or most recent position first and go back in chronological order. Resumes may not be substituted for any information requested, but may be submitted as an addendum to the completed application. Complete all questions for each position.

<b>Employer name:</b>	<b>Dates employed (mo/yr):</b>		<b>Salary / pay rate:</b>	
	From: /	To: /	Beginning:	Ending:
<b>Employer address:</b>	<b>Employer phone #:</b>		<b>Supervisor's name &amp; title:</b>	
<b>Position(s) held:</b>	<b>Briefly explain your job duties &amp; responsibilities including supervisory experience:</b>			
<b>May we contact this employer?</b>	<b>Reason for leaving:</b>			
<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>Employer name:</b>	<b>Dates employed (mo/yr):</b>		<b>Salary / pay rate:</b>	
	From: /	To: /	Beginning:	Ending:
<b>Employer address:</b>	<b>Employer phone #:</b>		<b>Supervisor's name &amp; title:</b>	
<b>Position(s) held:</b>	<b>Briefly explain your job duties &amp; responsibilities including supervisory experience:</b>			
<b>May we contact this employer?</b>	<b>Reason for leaving:</b>			
<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>Employer name:</b>	<b>Dates employed (mo/yr):</b>		<b>Salary / pay rate:</b>	
	From: /	To: /	Beginning:	Ending:
<b>Employer address:</b>	<b>Employer phone #:</b>		<b>Supervisor's name &amp; title:</b>	
<b>Position(s) held:</b>	<b>Briefly explain your job duties &amp; responsibilities including supervisory experience:</b>			
<b>May we contact this employer?</b>	<b>Reason for leaving:</b>			
<input type="checkbox"/> Yes <input type="checkbox"/> No				

**IDENTIFY AND EXPLAIN ANY EMPLOYMENT GAPS, OR PERIODS OF UNEMPLOYMENT OF 30 DAYS OR LONGER THAT**

**HAVE OCCURRED IN THE PAST 5 YEARS**  
 (Information is used for confirming work history. You need not be currently employed at the time of application to be eligible for hire)

Dates:		Reason:
From:	To:	

**CRIMINAL CONVICTION HISTORY**

We strive to provide a safe environment for our employees, the communities we support, and the patrons we transport. For these reasons, all applicants must provide a complete adult criminal conviction record *subject to federal, state and/or locally mandated restrictions*. This includes any conviction and/or criminal charge where the final disposition is still pending. Please note that a criminal conviction history will not necessarily disqualify an applicant from employment. Factors such as age, seriousness and nature of the violation as it relates to the applicable position shall be considered.

Date of conviction or pending charge MM / YYYY	Location of conviction or pending charge City, State	Name of court
/		
Mark appropriate box	Nature of conviction or pending charge	
<input type="checkbox"/> Misdemeanor (inclusive of ordinance and "summary" convictions) <input type="checkbox"/> Felony <input type="checkbox"/> Pending Charge		
Date of conviction or pending charge MM / YYYY	Location of conviction or pending charge City, State	Name of court
/		
Mark appropriate box	Nature of conviction or pending charge	
<input type="checkbox"/> Misdemeanor (inclusive of ordinance and "summary" convictions) <input type="checkbox"/> Felony <input type="checkbox"/> Pending Charge		

**ADMINISTRATIVE SUPPORT APPLICANTS ONLY**

Type of experience	Length of experience	Type of experience	Length of experience
AP / AR		Microsoft Excel	
Multi-line phone system		Microsoft Word	
Typing / keyboarding		WPM:	Microsoft Outlook
10-key calculator		Accuracy:	Microsoft PowerPoint
List any other skills which are relevant for the position you seek:			

**COMPUTER EXPERIENCE**

Software & Hardware (PC or platforms)	Length of experience	Skill level (beginner, moderate, expert)

**ADDITIONAL QUALIFICATIONS**

Briefly describe any other relevant qualifications

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**APPLICANT'S STATEMENT AND RELEASE**

I certify that all statements made on this Application for Employment and in any subsequently executed questionnaire or employment document are true and correct. I understand that any material falsifications or omissions made on this application, or on any pre-employment document, may result in termination of my candidacy or any subsequent employment.

**If an employee relationship is established, I understand that such employment is terminable at will at any time, for any reason, with or without cause, and with or without notice. I also understand that any period of employment is not for any specific duration. In addition, I understand that no one is authorized to make oral exceptions to this policy, and written exceptions are permitted only when they are signed by the President of the Company or his or her designee.**

I authorize the Company and its representatives to conduct background evaluations and obtain information including but not limited to, criminal history checks from federal, state or local authorities, the Department of Transportation (DOT) and/or the Federal Transportation Administration (FTA).

I hereby expressly authorize such inquiries and fully release and discharge the Company and consumer reporting agency, their respective affiliates, subsidiaries, directors, officers, employees, agents and attorneys thereof, and each of them, and any individual, organization, entity, agency, or other source providing information to a consumer reporting agency from all claims and damages arising out of or relating to any investigation of my background for employment purposes. This release is valid for all federal, state, county and local agencies, authorities, previous employers, military services and educational institutions.

I acknowledge that any offer of employment is conditioned upon my taking a drug screen and the Company's receipt of satisfactory results of such a test and receipt of satisfactory background checks and, if necessary to determine ability to perform essential duties of the position offered, the satisfactory results of physical examination.

This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.

<b>Applicant Name:</b>		<b>Date:</b>	
<b>Applicant Signature:</b>			

**Note: This Application for Employment will be considered active for 90 calendar days.**

<b>INTERNAL USE ONLY</b>			
Individual receiving & reviewing application:	Title:	Your location #:	Date:

<b>APPLICANT DISPOSITION:</b>			
<input type="checkbox"/>	A. Applicant withdrew from process	<input type="checkbox"/>	H. Conditional offer made
<input type="checkbox"/>	B. Disclosure of a disqualifying event	<input type="checkbox"/>	I. Falsification of application
<input type="checkbox"/>	C. Cannot work required hours	<input type="checkbox"/>	J. Failed reference / previous employment check
<input type="checkbox"/>	D. Application reviewed—not selected	<input type="checkbox"/>	K. Failed pre-employment drug test / DOT physical
<input type="checkbox"/>	E. Interviewed—not selected	<input type="checkbox"/>	L. Failed MVR check
<input type="checkbox"/>	F. Failed pre-employment test or license requirement	<input type="checkbox"/>	M. Failed criminal background check
<input type="checkbox"/>	G. Does not meet minimum age requirement	<input type="checkbox"/>	N. Does not meet the minimum education requirement

# Equal Employment Opportunity Form

## APPLICANT INFORMATION

Full Name:

*Last*

*First*

*M.I.*

Position Applied for:

## VOLUNTARY INFORMATION

*This information is being requested in accordance with federal regulations. The information is voluntary and will not be used when considering you for employment with our company.*

### Racial or Ethnic Group

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> American Indian/Alaskan | <input type="checkbox"/> Asian/Pacific Islander | <input type="checkbox"/> Black/African American |
| <input type="checkbox"/> Hispanic/Latino         | <input type="checkbox"/> White/Caucasian        | <input type="checkbox"/> Other                  |

### Gender

- |                                 |                               |
|---------------------------------|-------------------------------|
| <input type="checkbox"/> Female | <input type="checkbox"/> Male |
|---------------------------------|-------------------------------|

### Military Service

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Pre-Vietnam Era  | <input type="checkbox"/> Vietnam Era      | <input type="checkbox"/> Not a Veteran |
| <input type="checkbox"/> Post-Vietnam Era | <input type="checkbox"/> Disabled Veteran |  |

### How did you hear about this position?

- |                                      |   |   |
|--------------------------------------|---|---|
| <input type="checkbox"/> Newspaper   | <input type="checkbox"/> Company Employee | <input type="checkbox"/> Professional Publication |
| <input type="checkbox"/> Job Fair    | <input type="checkbox"/> Placement Office | <input type="checkbox"/> Website                  |
| <input type="checkbox"/> Other _____ |   |   |