

Application for Employment

Town and Country Transit
220 North Grant Ave, Kittanning, PA 16201

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

Position(s) applied for _____ Date of application _____

Name _____ SSN# _____
Last First Middle

Address _____
Street City State Zip Code

Home phone # _____ Other phone # _____ E-mail address _____

Driver's license information if driving is an essential job function: # _____ State _____

Employment desired: Full-time Part-time Temporary Internship

Date available for work: _____

Have you been employed here before? Yes No NA

If "yes", give dates, position, and reason for leaving: _____

Are you legally eligible for employment in this country? Yes No NA

If you are under 18 years of age and it is required, can you furnish a work permit? Yes No NA

If not, please explain:

Are you able to meet the attendance requirements of this position? Yes No NA

Are you able to meet the physical requirements of this position? Yes No NA

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

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

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

Employment History

Provide a minimum of ten years' employment history, starting with your current or most recent employer. Account for any gaps in employment. If you need additional space, attach a separate sheet of paper.

Current or Most Recent Employer	Dates of Employment
Current or Most Recent Job Title	Employer's Address and/or Telephone Number
Immediate Supervisor & Title	May we contact him/her for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/> Later <input type="checkbox"/>
Reason for Leaving	Summarize Work Performed & Job Responsibilities

Previous Employer	Dates of Employment
Job Title	Employer's Address and/or Telephone Number
Immediate Supervisor & Title	May we contact him/her for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/> Later <input type="checkbox"/>
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Reason for Leaving	Summarize Work Performed & Job Responsibilities

Education

NAME AND LOCATION	# OF YEARS COMPLETED	DID YOU GRADUATE	COURSE OF STUDY
HIGH SCHOOL			
COLLEGE			
OTHER			

Skills and Qualifications

Summarize any training, skills, licenses and/or certifications that relate to the position(s) for which you are applying:

References

NAME	TELEPHONE	# OF YEARS KNOWN

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (I) cancel further consideration of this application, or (II) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume' or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's General Manager.

I understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that the employer maintains a drug-free workplace, and that I will be subject to drug and alcohol testing including, but not limited to, pre-employment and random testing as a condition of my employment.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

Signature of Applicant

Date

