

# MID-PLACER PUBLIC SCHOOLS TRANSPORTATION AGENCY

## APPLICATION FOR EMPLOYMENT

(Must Be Completed Even If Applicant Also Submits a Resume)

Last Name	First Name	Middle Name	
Address	City	State	Zip Code
(_____) _____ Home Telephone	(_____) _____ Work Telephone		

Job Title for Which You Are Applying

Date of Application (Today's Date)

REFERRED BY

If Hired, Date You Can Begin Employment

### Background

1. Have you used any other name that we need to know to be able to verify the information you have supplied on this application?  
 Yes  No  
If yes, please provide: \_\_\_\_\_
2. Are you 18 years of age or older?  Yes  No
3. Are you now or have you ever been employed by the Mid-Placer Public Schools Transportation Agency?  Yes  No  
If yes, give positions and dates: \_\_\_\_\_
4. Do you have relatives or a spouse presently employed by the Mid-Placer Public Schools Transportation Agency?  Yes  No  
If yes, give names of relatives: \_\_\_\_\_
5. Have you ever been convicted of a criminal offense (felony or misdemeanor)? (Convictions for marijuana-related offenses that are more than two years old need not be listed.)  Yes  No  
If yes, state nature of the crime(s), when and where convicted and disposition of the case.  
\_\_\_\_\_  
\_\_\_\_\_
- (Note: Conviction of a criminal offense will not necessarily disqualify an applicant from being offered employment. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for will be considered.)
6. Have you ever been discharged from and/or forced or requested to resign?  Yes  No  
If yes, state the date, the employer, and the circumstances: \_\_\_\_\_  
\_\_\_\_\_
7. Are you currently using illegal drugs?  Yes  No
8. Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation?  Yes  No  
If no, describe the functions that cannot be performed: \_\_\_\_\_  
\_\_\_\_\_

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination and other job-related tests.)

## Education and Training

SCHOOL	NAME AND ADDRESS	# OF YEARS COMPLETED	DID YOU GRADUATE?	DEGREE DIPLOMA, OR CERTIFICATE
High School	_____	_____	[ ] Yes [ ] No	_____
Voc./ Business	_____	_____	[ ] Yes [ ] No	_____
College/ Univ.	_____	_____	[ ] Yes [ ] No	_____

Some of our customers (students and parents) may not speak English. Do you speak, write or understand any foreign languages?

[ ] Yes [ ] No

If yes, which language(s)? \_\_\_\_\_

Do you have any other experience, training, qualifications or skills which you feel make you especially suited for work at Mid-Placer Public Schools Transportation Agency? [ ] Yes [ ] No

If so, please explain: \_\_\_\_\_

## Personal References

List below three people who are not current or former managers or co-workers and who are not related to you who have knowledge of your reliability and abilities:

NAME	PHONE	# OF YEARS ACQUAINTED	NATURE OF ACQUAINTANCE
1.			[ ] neighbor [ ] friend [ ] other: _____
2.			[ ] neighbor [ ] friend [ ] other: _____
3.			[ ] neighbor [ ] friend [ ] other: _____

## Work References

List below three people who are not related to you and who are current or former co-workers or managers who have knowledge of your reliability and abilities:

NAME	PHONE	CO.	POSITION	# OF YEARS ACQUAINTED	NATURE OF ACQUAINTANCE
1.					[ ] co-worker [ ] manager
2.					[ ] co-worker [ ] manager
3.					[ ] co-worker [ ] manager

## Experience

(Most Recent Experience First)

Please provide employment information to cover the last ten (10) years. Please attach additional pages if necessary to cover the last 10 years.

<b>1</b>	Name, Address & Phone # of Employer	From mo/yr	To mo/yr	Starting Position & Duties	Ending Position & Duties	Reason For Leaving	Name & Title Of Supervisor
						<input type="checkbox"/> terminated <input type="checkbox"/> resigned <input type="checkbox"/> if resigned, were you asked to resign _____ <input type="checkbox"/> other: _____ _____ _____	
<b>2</b>	Name, Address & Phone # of Employer	From mo/yr	To mo/yr	Starting Position & Duties	Ending Position & Duties	Reason For Leaving	Name & Title Of Supervisor
						<input type="checkbox"/> terminated <input type="checkbox"/> resigned <input type="checkbox"/> if resigned, were you asked to resign _____ <input type="checkbox"/> other: _____ _____ _____	
<b>3</b>	Name, Address & Phone # of Employer	From mo/yr	To mo/yr	Starting Position & Duties	Ending Position & Duties	Reason For Leaving	Name & Title Of Supervisor
						<input type="checkbox"/> terminated <input type="checkbox"/> resigned <input type="checkbox"/> if resigned, were you asked to resign _____ <input type="checkbox"/> other: _____ _____ _____	
<b>4</b>	Name, Address & Phone # of Employer	From mo/yr	To mo/yr	Starting Position & Duties	Ending Position & Duties	Reason For Leaving	Name & Title Of Supervisor
						<input type="checkbox"/> terminated <input type="checkbox"/> resigned <input type="checkbox"/> if resigned, were you asked to resign _____ <input type="checkbox"/> other: _____ _____ _____	
<b>5</b>	Name, Address & Phone # of Employer	From mo/yr	To mo/yr	Starting Position & Duties	Ending Position & Duties	Reason For Leaving	Name & Title Of Supervisor
						<input type="checkbox"/> terminated <input type="checkbox"/> resigned <input type="checkbox"/> if resigned, were you asked to resign _____ <input type="checkbox"/> other: _____ _____ _____	

Did any of your previous employers provide written job performance reviews?  Yes  No  
If yes, for each employer that provided written reviews, state the overall rating you received at each employer.

Employer #1: \_\_\_\_\_ Employer #4: \_\_\_\_\_  
Employer #2: \_\_\_\_\_ Employer #5: \_\_\_\_\_  
Employer #3: \_\_\_\_\_

May we contact the employers listed above?

Employer #1:  Yes  No      Employer # 4:  Yes  No  
Employer #2:  Yes  No      Employer #5:  Yes  No  
Employer #3:  Yes  No

**Please Read Carefully, Initial Each Paragraph and Sign Below**

\_\_\_\_\_  
(initials) I hereby certify all information provided by me on this employment application and all other information provided by me in the course of applying for employment at Mid-Placer Public Schools Transportation Agency is truthful and accurate. I understand that if any information provided by me on this employment application or any other information provided by me in the course of applying for employment at Mid-Placer Public Schools Transportation Agency (including information provided by me during the hiring process) is found to be false, untruthful or misleading (because of the information provided or because of the failure to provide information), that such misinformation will be cause for immediate rejection of my application for employment. I further understand that if I am hired as an employee of Mid-Placer Public Schools Transportation Agency and at any time thereafter it is discovered that any information provided by me on this employment application or any of the other information provided by me in the course of applying for employment at Mid-Placer Public Schools Transportation Agency (including information provided by me during the hiring process) is found to be false, untruthful or misleading (because of the information provided or because of the failure to provide information), I will be subject to immediate termination from employment.

\_\_\_\_\_  
(initials) I further certify that I, the undersigned applicant, have personally completed this application.

\_\_\_\_\_  
(initials) I hereby authorize and consent to the Mid-Placer Public Schools Transportation Agency and its representatives thoroughly investigating my references, work record, education (dates of attendance, classes taken, grades and/or degree or certificate received) and other matters related to my suitability for employment and, further, consent to and authorize the references I have listed to disclose to the Mid-Placer Public Schools Transportation Agency any and all letters, reports and other information related to my work, without giving me prior notice of such disclosure. In addition, I hereby release the Mid-Placer Public Schools Transportation Agency, my former employers and all other persons, corporations, partnerships, entities and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure. I waive all claims or actions of any kind relating in any way to such investigation or disclosure against the Mid-Placer Public Schools Transportation Agency, my former employers and all other persons, corporations, partnerships, entities and associations.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

# MID-PLACER PUBLIC SCHOOLS TRANSPORTATION AGENCY SUPPLEMENTAL APPLICATION FORM

## ALL CLASSIFICATIONS

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THIS SECTION WILL BE REMOVED BEFORE REVIEW BY THE SCREENING PANEL  
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Directions: Please answer the following questions. The questions deal with job requirements. The initials MQ stand for Minimum Qualification.

You should be able to answer all of the "MQ" questions with the answer "Yes". If you cannot answer "yes" to every question in the "MQ" section, you should reconsider applying for the classification because you will be rejected during the selection process.

NOTE: IN THE EVENT YOU NEED ANY HELP COMPLETING THIS APPLICATION, PLEASE SEE THE APPROPRIATE JOB ANNOUNCEMENT OR COME TO THE PERSONNEL OFFICE FOR ASSISTANCE.

In order for you to be placed on an eligibility list, it is necessary that you: (1) submit a completed application by the filing deadline; (2) attend and pass an oral interview; and (3) meet other requirements as stated in the job announcement.

## MINIMUM QUALIFICATIONS

State law requires all classified employees to:

- Swear or affirm allegiance to the United States and to the State of California;
- Provide the Agency with a current intradermal tuberculin test or chest x-ray report;
- Submit to a medical examination provided by the Agency;
- Provide a fingerprint report.

Please place an "X" in the appropriate box.

	YES	NO	
1. Swear or affirm allegiance to the United States and to the State of California?	[ ]	[ ]	(MQ)
2. Provide the Agency with a current x-ray or intradermal tuberculin report?	[ ]	[ ]	(MQ)
3. If you are offered employment conditioned on satisfactorily completing a medical examination, will you complete a medical examination and consent to the doctor providing a report to the Agency?	[ ]	[ ]	(MQ)
4. Will you complete a fingerprint report as directed?	[ ]	[ ]	(MQ)
5. If you are applying to be a driver or other position requiring driving, do you possess a valid California Driver's License?	[ ]	[ ]	(MQ)
6. Are you willing to work under the following conditions:	YES	NO	
Irregular hours (5:30 a.m. or earlier)?	[ ]	[ ]	(MQ)
Split shifts?	[ ]	[ ]	(MQ)
Summer hours?	[ ]	[ ]	(MQ)

7. Are you willing to work overtime? [ ] [ ] (MQ)
8. Are you willing to work weekends when needed? [ ] [ ] (MQ)
9. Are you willing to perform routine work to completion? [ ] [ ] (MQ)
10. Are you willing to work under the following conditions:  
(Only answer the questions pertaining to the job category for which you are applying)

DRIVERS:

- Around dust? [ ] [ ] (MQ)
- In damp weather? [ ] [ ] (MQ)
- In snow conditions? [ ] [ ] (MQ)
- Around children? [ ] [ ] (MQ)
- Around pungent bodily odors? [ ] [ ] (MQ)
- At low temperatures? [ ] [ ] (MQ)

MECHANICS:

- At heights up to 20 feet? [ ] [ ] (MQ)
- At high temperatures? [ ] [ ] (MQ)
- In awkward, small places? [ ] [ ] (MQ)
- Around gases, stagnant air, fumes, odors? [ ] [ ] (MQ)
- At low temperatures? [ ] [ ] (MQ)
- Around vibration? [ ] [ ] (MQ)
- In damp areas? [ ] [ ] (MQ)
- Around dust? [ ] [ ] (MQ)
- Around grease? [ ] [ ] (MQ)

OFFICE WORKERS:

- Using TV screen type computer terminals? [ ] [ ] (MQ)
- Around paper dust? [ ] [ ] (MQ)

I have read the Agency Job Description requirements which includes the physical requirements for the essential functions for the position for which I am applying.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

**MID-PLACER PUBLIC SCHOOLS TRANSPORTATION AGENCY**  
**SUPPLEMENTAL APPLICATION FOR DRIVERS AND MECHANICS**

EXPERIENCE AND QUALIFICATIONS

(Driving and Mechanic Applicants Only)

Licenses	State	Type	License Number	Date Issued	Exp. Date
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Driver's License Number \_\_\_\_\_

School Bus Certificate \_\_\_\_\_

Medical Certificate \_\_\_\_\_

Other License or Certificate (specify): \_\_\_\_\_

Have you ever been denied a license, permit or privilege to operate a motor vehicle? \_\_\_\_\_

Has any license, permit or privilege ever been suspended or revoked?       Yes       No

If you answered yes to any of the above, please explain: \_\_\_\_\_

Show special courses or training that you have taken that will help you as a driver \_\_\_\_\_

Which safe driving awards do you hold and from whom? \_\_\_\_\_

ACCIDENT REVIEW FOR PAST FIVE YEARS

(Attach sheet if more space is needed)

<u>Date</u>	<u>Description of Accident</u>	<u>Location</u>
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Last Accident \_\_\_\_\_

Next Previous \_\_\_\_\_

Next Previous \_\_\_\_\_

TRAFFIC CITATIONS FOR PAST FIVE YEARS

(Do not include parking violations)  
(Attach sheet if more space is needed)

<u>Dates</u>	<u>Type of Violation</u>	<u>Location</u>	<u>Penalty</u>
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AUTHORIZATION FOR PRIOR EMPLOYERS  
TO RELEASE EMPLOYEE INFORMATION

Pursuant to Section 382.413 of the Department of Transportation Regulations, I consent to and authorize my prior employers, during the preceding two years from the date of my application, to release information to the Mid-Placer Public Schools Transportation Agency regarding:

- (1) Alcohol tests with a result of 0.04 alcohol concentration or greater;
- (2) Verified positive controlled substances test results;
- (3) Refusals to be tested; and
- (4) Any alcohol and drug information my prior employer obtained from other prior employers under 382.413(a)(1).

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\_\_\_\_\_  
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(initials) I hereby authorize and consent to the Mid-Placer Public Schools Transportation Agency and its representatives thoroughly investigating my references, work record, education (dates of attendance, classes taken, grades and/or degree or certificate received) and other matters related to my suitability for employment and, further, consent to and authorize the references I have listed to disclose to the Mid-Placer Public Schools Transportation Agency any and all letters, reports and other information related to my work, without giving me prior notice of such disclosure. In addition, I hereby release the Mid-Placer Public Schools Transportation Agency, my former employers and all other persons, corporations, partnerships, entities and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure. I waive all claims or actions of any kind relating in any way to such investigation or disclosure against the Mid-Placer Public Schools Transportation Agency, my former employers and all other persons, corporations, partnerships, entities and associations.

\_\_\_\_\_ Date                      Applicant's Signature



*MID-PLACER PUBLIC SCHOOLS TRANSPORTATION AGENCY*  
**VOLUNTARY SUPPLEMENTAL FORM REGARDING EQUAL EMPLOYMENT  
OPPORTUNITY APPLICANT INFORMATION**

Qualified applicants are considered for employment, and employees are treated during employment, without regard to race, color, religion, sex, national origin, ancestry, age, marital status, medical condition, disability, sexual orientation or any other protected basis to the extent protected by applicable law.

To help us comply with Federal/State equal employment opportunity record keeping, reporting and other legal requirements, please answer the questions below.

This Supplemental Application will be kept in a Confidential File separate from the Application for Employment.

\*\*\*\*\*

Job applied for: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(last) (first) (middle)

Address: \_\_\_\_\_  
(street) (city) (state & zip code)

Phone Number: \_\_\_\_\_

Race/Ethnic Group:  White  Black  Hispanic  American Indian/Alaskan Native  
 Asian/Pacific Islander  Other \_\_\_\_\_

Sex:  Male  Female

In compliance with applicable Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, medical condition, disability, or sexual orientation or any other protected basis to the extent protected by applicable law.