



Cape Girardeau County Transit Authority

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

All applicants are considered without regard to race, color, gender, religion, national origin, age, marital or veteran status, mental or physical disability unrelated to job performance or any other legally protected status.

All applicants must meet and are subject to Federal Motor Carrier Safety Administration Guidelines.

Date: _____ Position applying for: ☐ Driver ☐ Dispatcher ☐ Other

(For Driver position: Missouri – must have a CLASS-E or higher. Other states – must have a CHAUFFEURS ENDORSEMENT)

PERSONAL INFORMATION:

Legal Name: First _____ Last _____ Middle Initial _____

Address: Street _____ City _____ State _____ Zip Code _____

Social Security #: _____ Date of Birth: _____

Home Telephone: _____ Email address: _____

Drivers License Number: _____ State: _____

Are you at least 21 years old? ☐ Yes ☐ No

Cape Girardeau County Transit Authority complies with the provisions of the Immigration Reform and Control Act of 1986 with respect to the employment eligibility of all employees to work legally in the United States. If you accept employment with Cape Girardeau County Transit Authority, you will be required to demonstrate employment eligibility by completing Form I-9 and presenting acceptable documents from the list on the back of that form within three (3) days of hire. Cape Girardeau County Transit Authority does not discriminate in hiring or firing based upon an individual's national origin or citizenship.

Are you legally eligible for employment in the United States: ☐ Yes ☐ No

United States Visa status, if applicable: _____

Have you ever been convicted of any crime, including any sex-related crime or child abuse?: ☐ Yes ☐ No

Have you failed or refused a DOT pre-employment test in the past 2 years?: ☐ Yes ☐ No

Employment status desired: ☐ Full Time ☐ Part Time ☐ Temporary

What days/hours are you available to work?

If hired, when could you start: _____

EMPLOYMENT HISTORY (Most Recent First)

Please include the last five years of employment. If more room is needed, add an additional page.

1. Job Title: _____ Employer: _____
Address: _____
Duties: _____

Dates of Employment (month/year) From: _____ To: _____
Starting Salary: _____ Ending Salary: _____ ☐ Full Time ☐ Part Time ☐ Temporary
Supervisor: _____ Phone #: _____
May we contact? ☐ Yes ☐ No
Reason for Leaving: _____

2. Job Title: _____ Employer: _____
Address: _____
Duties: _____

Dates of Employment (month/year) From: _____ To: _____
Starting Salary: _____ Ending Salary: _____ ☐ Full Time ☐ Part Time ☐ Temporary
Supervisor: _____ Phone #: _____
May we contact? ☐ Yes ☐ No
Reason for Leaving: _____

3. Job Title: _____ Employer: _____
Address: _____
Duties: _____

Dates of Employment (month/year) From: _____ To: _____
Starting Salary: _____ Ending Salary: _____ ☐ Full Time ☐ Part Time ☐ Temporary
Supervisor: _____ Phone #: _____
May we contact? ☐ Yes ☐ No
Reason for Leaving: _____

EDUCATION

HIGH SCHOOL

Name: _____ Address: _____

Dates Attended From: _____ To: _____ Did you graduate: _____

Degree Received/Subjects Studied: _____

COLLEGE/UNIVERSITY/GRADUATE SCHOOL/TECH SCHOOL/OTHER

Name: _____ Address: _____

Dates Attended From: _____ To: _____ Did you graduate: _____

Degree Received/Subjects Studied: _____

Special courses, training or experience acquired, including military experience:

PROFESSIONAL REFERENCE:

Name	Address	Occupation	Phone Number
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PERSONAL REFERENCE:

Name	Address	Occupation	Phone Number
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I hereby certify that all statements made in this application are true and correct to the best of my knowledge and belief. I understand that any misrepresentations or omissions of facts in this application are grounds for disqualification from further consideration or for dismissal from employment.

If employed, I agree to conform to the rules, regulations and policies of the company. I understand that I will be an employee "at will" and either the company or I may terminate my employment relationship at any time for any reason not in violation of law.

I hereby acknowledge that I have read and fully understand the forgoing and seek employment under these conditions.

Signature of Applicant

Date

SEX, RACE and ETHNIC GROUP IDENTIFICATION FORM

Detach from application and turn in separately.

The Federal Government requires that an employer maintain records on the race, sex and ethnic group of its applicants. In order to comply with these requirements, Cape Girardeau County Transit Authority requests that you supply the information sought below. The information is for record keeping purposes only and will not in any way affect any employment decisions. This questionnaire will be kept separate from your application. You are not required to answer any of the questions. Choosing not to answer will have no effect on employment decisions.

Name: _____

Date: _____

Position applying for: (circle one) Driver Dispatcher Other

Gender: (circle one) Male Female

Ethnic Group (check the one that best applies to you)

☐ I do not wish to answer
☐ American Indian (including Alaskan Natives)
☐ Asian (including Pacific Islanders)
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☐ White
☐ Two or more races (Please list: _____)
☐ Hispanic (including persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish origin or culture)

Military Status

☐ None
 ☐ Veteran
☐ Active Reserve
 ☐ Disabled Veteran
☐ Inactive Reserve
 ☐ I do not wish to answer

Disability Status

Disabilities include, but are not limited to: Blindness, Deafness, Cancer, Diabetes, Epilepsy, Autism, Cerebral palsy, HIV/AIDS, Schizophrenia, Muscular dystrophy, Bipolar disorder, Major depression, Multiple sclerosis (MS), Missing limbs or partially missing limbs, Post-traumatic stress disorder (PTSD), Obsessive compulsive disorder, Impairments requiring the use of a wheelchair, Intellectual disability (previously called mental retardation)

☐ Yes, I have a disability ☐ I do not wish to answer

☐ No, I do not have a disability

In conformity with applicable laws, Cape Girardeau County Transit Authority is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, religion, sex, age, marital status, national origin, or disability.

