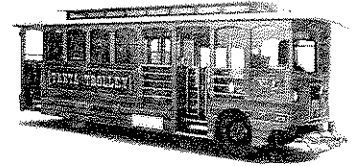


Toledo Area Regional Transit Authority
 1127 West Central Avenue
 Toledo, Ohio 43610



APPLICATION FOR EMPLOYMENT

TARTA provides employment opportunity to all employees regardless of age, sex, race, color, religion, national origin, ancestry, or disability except where a bona fide occupational qualification is required for a specified position.

PLEASE PRINT LEGIBLY

PLEASE PRINT LEGIBLY

NAME:

CURRENT ADDRESS: *(List all previous addresses on last page.)* **ZIP CODE:**

PHONE NO.:

SOCIAL SECURITY NO.:

- Are you a U.S. citizen or legally authorized to work in the U.S.? _____
 (Verification must be provided which establishes both identity and work authorization.)
- Are you at least 21 years old? _____
- Have you previously been employed by TARTA? Yes No Date: _____
 If yes, type of duties performed: _____
- Do you have any relatives (blood, step, in-law or legal relationship) employed by TARTA? Yes No
 If yes, give name, relationship to you and department in which they work: _____

- Job Title or type of work requested: _____
- Have you ever served in the Armed Services of the United States? Yes No
 Principle duties performed: _____
 Special skills acquired: _____
- Salary in last (or current) job: _____
- Other than for traffic violations, have you ever been convicted, pleaded guilty or pleaded no contest to any criminal offense (e.g., a misdemeanor or a felony) in a court of law? Yes No
 If yes, give details, including dates: _____
- Do you have any pending criminal cases? Yes No If yes, explain. _____

• Have you ever had any moving traffic violations? _____ If yes, how many? _____

Type of violations, including dates: _____

• Passenger Driver's License No.: _____ State _____ Expiration Date: _____

• Commercial Driver's License No.: _____ State _____ Expiration Date: _____

Endorsements: Passenger _____ Air Brake _____

• Has your Driver's License from any state, including Ohio, ever been revoked? Yes No

If yes, give state, reason and dates: _____

• Have you ever been involved in any traffic accidents since acquiring a valid driver's license? Yes No

If yes, describe including dates: _____

If you answered yes to any of the above questions, please note that a conviction or a pending criminal case will not result in an automatic disqualification from employment. Factors such as the nature, job relatedness and seriousness of the offense will be considered.

• How many times have you been absent (other than vacation, holidays) or tardy from work or school during the past two years? _____

• Have you been disciplined or discharged for the following? If yes please explain. _____

	<u>Yes</u>	<u>No</u>
1. Failure to notify when absent/tardy	<input type="checkbox"/>	<input type="checkbox"/>
2. Fighting, assault or related offenses	<input type="checkbox"/>	<input type="checkbox"/>
3. Violation of safety rules	<input type="checkbox"/>	<input type="checkbox"/>
4. Insubordination	<input type="checkbox"/>	<input type="checkbox"/>
5. Accidents	<input type="checkbox"/>	<input type="checkbox"/>
6. Other	<input type="checkbox"/>	<input type="checkbox"/>

AVAILABILITY INFORMATION

Are you interested in:

Full-Time Regular Work?

Part-Time Work?

Temporary Work?

Are you available to work any day of the week and at unusual hours? _____

MEDICAL

As a condition of employment, do you consent to taking a post job offer physical examination? Yes No

I understand that any job offer is conditioned upon successfully passing a physical examination? Yes No

I also understand and agree that my employment is subject to satisfactorily passing a drug screen and the successful completion of reference and background checks? Yes No

Have you ever tested positive, or refused any DOT pre-employment drug or alcohol test within that last two years for a DOT-covered employer for which you were not hired? Yes No

EDUCATION

Highest grade completed in school? _____

*(List High School, College, Business School, Technical School, Other)**

Name, Location & Type of School	General Course	Applicable Skills/Degree Granted

* All Education **MUST** Be Verified.

Are you now engaged in or planning for any further education, training or study? _____

If yes, explain: _____

In the area below, please describe briefly any additional information or special qualifications you have for the position(s) requested. Include special machines or equipment you operate, commercial – non commercial vehicles driven, military training, hobbies which have taught you qualifying skills, etc.

LIST ALL PREVIOUS WORK HISTORY

PLEASE PRINT LEGIBLY WORK EXPERIENCE PLEASE PRINT LEGIBLY

Name, Address, County & Telephone Number of Employer	From	To	Duties	Reason for Leaving
Current Employer <input type="checkbox"/> Do Not Contact: Contact: Phone:				
Contact: Phone:				
Contact: Phone:				

WORK EXPERIENCE

Name, Address & Telephone Number of Employer	From	To	Duties	Reason for Leaving
Contact: Phone:				
Contact: Phone:				

PREVIOUS ADDRESSES

Address:	City:	State:	Zip:	County:
Address:	City:	State:	Zip:	County:
Address:	City:	State:	Zip:	County:

USE ADDITIONAL PAPER IF NECESSARY

Do you fully understand that for the first 90 days of your employment, beginning with your In-Service Date, you will be on probation, which means that your continued employment will be at the discretion of TARTA?

YES: _____
Initial

Do you authorize TARTA to make any investigation/background check it considers necessary in regard to your application? YES: _____
Initial

Insurability – All TARTA Coach Operators must maintain their Commercial Driver License (CDL) at a BMV violation point level that qualifies for insurability under TARTA's insurance requirements at standard rates. Whenever, during the time of employment, an employees BMV violation record exceeds that point level threshold for insurability, I understand and agree I will be immediately terminated. Do you fully understand? YES: _____
Initial

I certify that the statements made in this application and all supporting documents are true and correct to the best of my knowledge and I understand and agree that any falsification, misstatement or omission of fact, or failure to timely provide verification of information provided on the application will result in disqualification of my application or termination of my employment whenever discovered.

Applicant's Signature:

Date:

May/06
Supercedes November/05

TARTA USE ONLY
(Time & Date)



Toledo Area Regional Transit Authority

Department of Transportation Drug/Alcohol and Safety Performance Request Consent Form

The United States Department of Transportation's (DOT) Federal Motor Carrier Safety Administration (FMCSA) has amended the Federal Motor Carrier Safety Regulations (FMCSR) to specify the minimum driver safety performance history data that new or perspective employers are required to seek for applicants under consideration for employment as a commercial motor vehicle (CMV) driver, where and from whom that information must be sought and dictates that employers must provide safety performance history information (49 CFR Parts 390 and 391).

In addition, DOT's Procedures For Transportation Workplace Drug and Alcohol Testing Programs state that employers must, after obtaining an employee's written consent, request the information about the employee listed in paragraph (b) of the section and directs that records shall be made available to a subsequent employer upon receipt of a written request from an employee (49 CFR 40.25).

The following information will be used to conduct a background investigation as described. TARTA complies with all provisions of the Age Discrimination in Employment Act (ADEA) and all other Federal, State and Local laws, which prohibit age discrimination in employment. Your date of birth will be kept confidential and will be utilized solely to conduct a background investigation, including your driving record in any state in which you have lived.

I HAVE PREVIOUSLY PERFORMED A JOB THAT IS CLASSIFIED AS SAFETY SENSITIVE.

(See definition on page 2)

Circle the correct answer **YES** or **NO**.

Print name _____ Signature _____ Date _____

If you circled NO above do not complete the rest of this form. If YES continue.

Other names used since birth: _____ Date of Birth: _____ Years at current address: _____

I (print name) _____ hereby allow the Toledo Area Regional Transit Authority to contact my former Department of Transportation Regulated Employer(s) as described below.

The following is required per Federal Motor Carrier Safety Regulations per 49 CFR 391.23:

1. An investigation report of your safety performance history for the last three (3) years.

The following two (2) year history requests are required per 49 CFR 40.25:

1. Alcohol Test results of 0.04 or higher alcohol concentration.
2. Verified positive drug tests.
3. Refusals to be tested (including verified adulterated or substituted drug test results).
4. Other violations of DOT agency drug and alcohol testing regulations.
5. With respect to any employee who violated a DOT drug and alcohol regulation, documentation of the employee's successful completion of DOT return-to-duty requirements (including follow-up tests).

APPLICANT: The information you are providing will be used and your previous employers will be contacted, for the purpose of investigation of your drug and alcohol information and safety performance history.

APPLICANT RIGHTS: Applicants for employment, with previous DOT regulated experience have the following rights:

- To review information provided by previous DOT regulated employers.
- To have errors in the information corrected by the previous employer and to have the corrected information resent to the prospective employer.
- To have a rebuttal statement attached to the alleged erroneous information, if the previous employer and the driver cannot agree on the accuracy of the information.

FAILURE TO PROVIDE WRITTEN CONSENT WILL RESULT IN DISQUALIFICATION FOR A SAFETY SENSITIVE POSITION.

Applicant Signature _____ **Date** _____

Rev. 8/1/12

(OVER)

LIST OF PREVIOUS EMPLOYERS WHERE YOU PERFORMED A SAFETY-SENSITIVE FUNCTION

49 CFR Sec. 40.25 requires employers to request previous drug and alcohol testing results for employees who will be performing safety-sensitive functions. Please read the following definition of safety-sensitive and fill in the employer information requested below for any of your previous employers where you performed a safety-sensitive function.

A safety sensitive function is any of the following five categories: (Part 655.4)

1. Operating a revenue service vehicle, whether or not the vehicle is in service;
2. Operating a non – revenue service vehicle when required to be operated by a holder of a CDL;
3. Controlling dispatch or movement of a revenue service vehicle.
4. Maintaining a revenue service vehicle or equipment used in revenue service;
5. Carrying a firearm for security purposes.

Supervisors are included so long as the supervisor performs in any of the aforementioned functions.

1. Company Name: _____
Address: _____
Contact Person: _____
Date Employed: _____
Reason for Leaving: _____
Subject to Federal Motor Carrier Safety Regulations: Yes No
Designated as Safety Sensitive: Yes No
Company Telephone Number: _____ Fax number: _____

2. Company Name: _____
Address: _____
Contact Person: _____
Date Employed: _____
Reason for Leaving: _____
Subject to Federal Motor Carrier Safety Regulations: Yes No
Designated as Safety Sensitive: Yes No
Company Telephone Number: _____ Fax number: _____

3. Company Name: _____
Address: _____
Contact Person: _____
Date Employed: _____
Reason for Leaving: _____
Subject to Federal Motor Carrier Safety Regulations: Yes No
Designated as Safety Sensitive: Yes No
Company Telephone Number: _____ Fax number: _____

Please use the back of this form if more space is needed.



Toledo Area Regional Transit Authority

DISCLAIMER REGARDING CONSUMER REPORTS

The Toledo Area Regional Transit Authority employment process requires that one or more consumer reports may be obtained prior to considering any application for employment purposes and prior to other employment decisions including decisions regarding promotion, reassignment or retention as an employee. These consumer reports may contain information concerning your credit worthiness, merit standing, credit capacity, character, general reputation, personal characteristics, or mode of living.

These consumer reports may also include investigative consumer reports, including information obtained through interviews and concerning your character, general reputation, personal characteristics and mode of living. If the Toledo Area Regional Transit Authority obtains an investigative report, you may request, in writing, a complete and accurate disclosure of the nature and scope of the investigation requested in the investigative consumer report. You may also request, in writing, a written summary of your rights under the Fair Credit Reporting Act.

CONSENT TO OBTAINING CONSUMER REPORTS

READ CAREFULLY BEFORE SIGNING

1. I have read the "Disclaimer Regarding Consumer Reports" and hereby authorize the Toledo Area Regional Transit Authority to obtain consumer reports, including investigative consumer reports, concerning me for employment purposes, which purposes include; evaluating me for employment, promotion, reassignment or retention as an employee, or any other employment purposes, at all times during the pendency of my employment application, and, if I am hired, throughout the duration of my employment period. If I am hired, this authorization shall remain on file and shall serve as ongoing authorization for the Toledo Area Regional Transit Authority to procure consumer reports, including investigative consumer reports, for the lawful purposes at any time during my employment.
2. I hereby authorize any present or future employers, consumer reporting agencies, educational institutions, criminal justice agencies, departments or motor vehicles, public agency, financial institutions, or any other person or agency having knowledge of me to relate information or opinions about myself, including data received from other sources, in order that I may be evaluated for employment purposes. I hereby release these persons and/or organizations from any and all liability for damages of whatever kind or nature, whether known or unknown, which may at any time assure to me on account of information obtained pursuant to this authorization.

This document must be read, signed and accompany the Toledo Area Regional Transit Authority Application for employment indicating that you authorize the Authority to obtain these reports for employment purposes.

Signature

Print Your Name

Social Security Number

Date

Date of Birth



Toledo Area Regional Transit Authority

Coach Operator/Mechanic Employment Process and Requirements

Thank you for considering TARTA in your job search. Please review your application for completeness and accuracy. Make sure that all questions have been answered. TARTA will not accept an application for processing if it is incomplete, illegible and/or if the applicant does not meet the minimum requirements.

Applicants must successfully complete each of the steps in the selection process as follows:

1. Completion of all sections of the Employment Application and Disclosure form for the position.
2. Must have a valid driver's license with five (5) years driving experience (commercial or noncommercial).
3. Must provide verification of high school diploma or G.E.D. equivalent.
4. Must demonstrate reading comprehension, writing ability and strong interpersonal skills for providing exceptional customer service.
5. Must pass the written portion and provide proof of a Temporary Ohio or Michigan Commercial Driver's License (CDL), Class B with Air Brake and Passenger endorsement. (\$25.00)* (Coach Operators)
6. Must pass the written portion and provide proof of a Temporary Ohio or Michigan Commercial Driver's License (CDL), Class A with Air Brake endorsement. (\$25.00)* (Mechanic/Night Service)
7. Must have required ASE certification. (Mechanic)
8. Successful completion of Criminal and Traffic background investigation.
(Must have a GOOD DRIVING RECORD, with no more than TWO (2) POINTS, in the past three years)
9. Successful completion of interviews.
10. Complete and Sign the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization form (DMA), required by the Ohio Department of Public Safety, Division of Homeland Security.
11. Successful completion of BCI&I Fingerprint State and National Background Check. (\$51.00)*
12. Successful completion of pre-placement physical, including Drug Screen.
13. Successful completion of the written Bus Operator Selection Survey. (Coach Operators)
14. Successful completion of Operator or Maintenance Training and acquiring the CDL.

**Required after interview step, cost is applicant's responsibility.*

OTHER APPLICABLE INFORMATION: The performance of Bus Operator or Maintenance duties may be required at any time of day or night, Sunday through Saturday. The positions are a bargaining unit and safety sensitive positions, subject to random, reasonable suspicion and post accident drug and alcohol testing.

FILING OF APPLICATIONS: Applicants must apply in person at the TARTA Administrative Office, 1127 W. Central Avenue, Toledo, OH between 8:30AM – 12 PM and 1 PM – 4:30 PM. All applications must be complete at TARTA.