



Serving Monongalia County, WV
 185 Garrett Street • Morgantown, WV • 26505
 (304) 291-7433 • Fax: (304) 291-7429
 Internet: WWW.Busride.Org • Email: Bus@busride.org

(PLEASE PRINT)

Phone Number: _____ Date: _____

Name: _____ Social Security: _____

Street/Apt: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

How were you referred to us? _____ newspaper _____ school
 _____ on own _____ current employer
 _____ Agency/Job Service _____ other

Name of referral source: _____

Indicate the position for which you are applying: _____

Do you wish to work: _____ full-time; _____ part-time; _____ temporary? If part-time, please specify hours or days: _____

Date available for work: _____

Do you have any commitments to another employer that might affect your employment with us? If yes, please explain: _____

Typing speed _____ wpm; Can you transcribe machine dictation? _____.

Please list any business machines/equipment you can operate:

Do you have a Commercial Driver's Instruction Permit? _____

Do you have a Driver's License? _____

Do you have a Commercial Driver's License? _____ If yes, what class? A B C D E.

Which Endorsement do you have? F H N P T.

Which Restriction do you have? K L N.

License/Permit Number: _____ Expiration Date: _____



EDUCATION

SCHOOL	Print Name, Number & Street, City, State, Zip Code for each listed	No. of years completed	Degree Major or Type of Course
High School			
College			
Graduate School			
Trade, Business, Night, or Correspondence			
Other			

Were you in the Armed Forces? _____ If yes, which Branch? _____

Dates of Duty: _____ to _____.

Briefly describe your duties:

Are you a U.S. Citizen? _____ If no, please give visa type:

Have you previously applied for employment here? _____ If yes, when? _____

Have you ever worked for the Monongalia County Urban Mass Transit Authority before?

Yes No

Did you give a 2-week Notice & work out the entire time of Notice? Yes No



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WORK HISTORY

List your present employer or most recent employer first (use back of application if necessary).
You must list employers for at least the last ten (10) years.

All Previous Employers May Be Contacted for Work Related References and
Recommendations.

Employer Name: _____ Phone #: _____

Employer Address: _____

Your job title: _____ Supervisor's Name: _____

Employed From _____ To _____

Starting Salary: _____ Ending Salary: _____

Duties: _____

Reason for leaving: _____

Employer Name: _____ Phone #: _____

Employer Address: _____

Your job title: _____ Supervisor's Name: _____

Employed From _____ To _____

Starting Salary: _____ Ending Salary: _____

Duties: _____

Reason for leaving: _____



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References (No Relatives Please):

Name and Address	Occupation	Phone #
1. _____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____
2. _____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____
3. _____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____

Please include any other information you think would be helpful to us in considering you for employment. (Do not include information indicative of age, sex, race, religion, color, national origin, or disability.)

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize persons, schools, my current employer (if applicable) and previous employers and organizations named in this application (and accompanying resume, if any) to provide any relevant information that may be required to arrive at an employment decision.

Signature

Date



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The Monongalia County Urban Mass Transit Authority is an Equal Opportunity-Affirmative Action employer. As such, it is the expressed policy of the Monongalia County Urban Mass Transit Authority that it shall not discriminate against any person in any employment matter because of that person's race, color, sex, creed, age, handicap, blindness, religion, familial status, veteran status, or national origin. In compliance with Federal Executive Order No. 11246 as amended, Title VII of the Civil Rights Act, the West Virginia Human Rights Act, Section 504 of the Vocational Rehabilitation Act as amended, the Pregnancy Discrimination Act, and other applicable laws and regulations. This policy shall govern matters related to consideration of applicants for employment as well as all matters related to pay rate increases, promotions, transfers, terminations, disciplinary actions, temporary layoff procedures, and other terms and conditions of employment.

NOTE: A CDL PASSENGER LICENSE MAY BE REQUIRED DEPENDING UPON THE POSITION FOR WHICH YOU ARE APPLYING. EMPLOYEES WILL HAVE A REASONABLE AMOUNT OF TIME TO OBTAIN THIS LICENSE AND CONTINUED EMPLOYMENT IS CONTINGENT ON OBTAINING THE LICENSE IN THE AMOUNT OF TIME STIPULATED AT TIME OF EMPLOYMENT.



**APPLICANT ACKNOWLEDGEMENT
OF
DRUG TESTING REQUIREMENTS**

I understand that as a part of my application for employment for a “safety-sensitive” position, I must successfully complete a USDOT drug test as required by 49 CFR Part 653. I understand that a negative test result is required before I can or will be offered employment by the Monongalia County Urban Mass Transit Authority.

Signature of Applicant

Witness

Date

Date

Time

Time