

As an Equal Opportunity Employer, METRO RTA does not discriminate in hiring or in terms and conditions of employment because of an individual's race, creed, color, sex, age, disability, sexual orientation, national origin, or other protected characteristics.



# APPLICATION FOR EMPLOYMENT

In order for you to be considered for employment, this application must be filled out **COMPLETELY**. All statements made by applicants for employment on this application form will be checked for accuracy.

**PLEASE PRINT CLEARLY**

<b>Personal Information</b>			
<b>Last Name:</b>	<b>First Name:</b>	<b>Middle Name:</b>	<b>Today's Date:</b>
<b>Street Address:</b>		<b>City:</b>	<b>State:      Zip Code:</b>
<b>Home Phone:</b>	<b>Cell Phone:</b>	<b>Email Address:</b>	
<p>In order to verify education and employment history, please include <b>any other names</b> you have used:</p> <p>_____</p>			
<p>Are you a United States Citizen or legally eligible to work in the U. S.? <b>Yes</b> _____ <b>No</b> _____</p> <p><i>(If hired, you must furnish, on your first day of work, the appropriate documents that validate that you are legally eligible to work in the United States.)</i></p> <p>_____</p>		<p><b>METRO RTA complies with ORC 173 and OAC 173-9-01 for direct care positions. As a result, during the selection process you may be asked if you have ever been convicted of a misdemeanor involving dishonesty, drugs or violence, or any felony that has not been sealed, expunged or statutorily eradicated. Answering yes to this inquiry will not be an absolute bar to an offer of employment.</b></p> <p><b>Also, you may be asked whether your driver's license has ever been revoked, if you have had moving violations in the last four years, and to provide a driver's abstract.</b></p>	
<p>Are you 18 or over? <b>Yes</b> _____ <b>No</b> _____</p>			
<p>Have you been previously interviewed or employed by METRO RTA? <b>Yes</b> _____ <b>No</b> _____</p> <p>If Yes, list date(s) and job title(s):</p> <p>_____</p>			
<p>Do you have any relatives currently working for METRO RTA? <b>Yes</b> _____ <b>No</b> _____</p> <p>If Yes, list names and relationship to you:</p> <p>_____</p>			

<b>Position applying for:</b>	<b>Salary Desired:</b>	<b>Date Available:</b>	
Are you willing to work split shifts?	Are you willing to work Saturdays?	Are you willing to work Sundays?	Are you willing to work Overtime?
<b>Yes</b> _____ <b>No</b> _____	<b>Yes</b> _____ <b>No</b> _____	<b>Yes</b> _____ <b>No</b> _____	<b>Yes</b> _____ <b>No</b> _____

How did you learn of this job opening? \_\_\_\_\_

**Education (Must be Verified)**

	<b>Name and Location:</b>	<b># Years Completed:</b>	<b>Major Area of Study:</b>	<b>Degree/Diploma:</b>
High School or GED:				
College:				
Technical or Certificate Programs:				
Other:				

**Employment History** Please provide the following information for **all** of your previous employers in the **last 20 years**, beginning with the most recent. Please attach an additional page if necessary. **Do Not Use "see attached resume"**.

Employer:	Dates Employed: From _____ To _____	Job Title:
Address:		
Telephone:	Job Duties:	
Salary/Pay Start: Finish:		
Reason for Leaving:		

May we contact your current employer prior to an offer of employment? Yes \_\_\_\_\_ No \_\_\_\_\_

Employer:	Dates Employed: From _____ To _____	Job Title:
Address:		
Telephone:	Job Duties:	
Salary/ Pay Start: Finish:		
Reason for Leaving:		

**REMINDER:** Please provide information for **all** of your previous employers in the **last 20 years**, beginning with the most recent. Please attach an additional page if necessary. **Do Not Use “see attached resume”.**

Employer:	Dates Employed: From _____ To _____	Job Title:
Address:		
Telephone:	Job Duties:	
Salary/ Pay Start: Finish:		
Reason for Leaving:		

Employer:	Dates Employed: From _____ To _____	Job Title:
Address:		
Telephone:	Job Duties:	
Salary/Pay Start: Finish:		
Reason for Leaving:		

Employer:	Dates Employed: From _____ To _____	Job Title:
Address:		
Telephone:	Job Duties:	
Salary/ Pay Start: Finish:		
Reason for Leaving:		

Have you ever been discharged or fired from a job? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain what occurred:

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Describe your qualifications for the type of employment you are seeking:  
(Please include skills, special training, volunteer work, etc.)

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Please list any special awards, honors, scholarships, or offices held.

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**References:**

Please list names of supervisors, managers, or other non-family members who can comment directly on your abilities:

Name	Address	Phone #	Relationship/Occupation	Years Known

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date : \_\_\_\_\_

Have you been in any traffic accidents in the last four years? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain: \_\_\_\_\_

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I hereby authorize METRO RTA to investigate my background, references, employment records, education, and other matters related to my suitability for employment. I authorize persons, schools, my current/previous employers, and any organizations contacted by METRO RTA, to release any information regarding this application for employment, and I release all persons, schools, employers and organizations of any and all claims for providing such information.

I understand that the statements on this form and any additional materials are subject to verification, and I authorize METRO to investigate my character, reputation, personal characteristics, drivers' record, criminal record, and professional references. I understand that this investigation may not be completed prior to my starting work, and that any job offer will be conditioned upon successful completion of the above investigation. I agree to a fingerprint background check for employment purposes.

I agree to submit to a post-offer pre-employment physical, including, but not limited to, drug and alcohol screening. I give METRO permission to use the results in the employment process.

I understand that filling out this form does not obligate METRO RTA to hire me. I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge, and I understand that nothing in this application or conveyed during any interview (if granted), is intended to create a promise of employment or any contractual rights. I understand that if I am employed, false statements or any omissions on this application shall be considered sufficient cause for dismissal, regardless of the time elapsed before discovery.

I understand that the employment relationship which may result from my application will be an employment-at-will that may be terminated by either party at any time.

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PRINTED APPLICANT NAME:	DATE:
APPLICANT SIGNATURE:	METRO USE ONLY (TIME AND DATE)

I understand that checking this box and typing my name here constitutes a legal signature confirming that I acknowledge and agree to the terms detailed above.

Applications are only accepted for specific positions during posted dates, and may be submitted by mail: METRO RTA

Attn: H.R. Recruiting

416 Kenmore Blvd.

Akron, OH 44301

by fax: 216-937-0190

by email: HRrecruits@akronmetro.org