



# Employment Application

Date \_\_\_\_\_ 20\_\_\_\_

Social Security No. \_\_\_\_\_

Drivers License No. \_\_\_\_\_

Telephone \_\_\_\_\_

## Capital Area Transportation Authority

CATA is an equal opportunity employer and does not discriminate in hiring or employment on the basis of race, color, religion, national origin, sex, marital status, height, weight, age or on the basis of disability which can be reasonably accommodated.

You must read and complete the entire application form. Any offer of employment will be based on the terms of employment stated in the Certification and Agreement above your signature on the last page.

Full Name \_\_\_\_\_

Full Address \_\_\_\_\_

What position are you applying for? \_\_\_\_\_

How long have you lived in the greater Lansing area? \_\_\_\_\_

Is any additional information relative to a different name necessary to check work record?

Are you a citizen of the United States? Yes  No  If no, visa type: \_\_\_\_\_

Immigration number \_\_\_\_\_ (A properly completed I-9 form will be required).

After reviewing the functions of the job for which you are applying, are you able to perform all of these functions? Yes  No

## Work Record

Have you ever worked for CATA before? Yes  No

If yes, From \_\_\_\_\_ To \_\_\_\_\_ Position \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Names of your relatives already employed by CATA \_\_\_\_\_

Have you ever been discharged from any employment? Yes  No

If yes, please explain \_\_\_\_\_

Have you ever been convicted of a crime or are any felony charges pending against you?

Yes  No  If yes, please state the nature of the conviction, dates and place.

A conviction or criminal proceeding will not necessarily be a bar to employment depending on relevant factors which will be taken into account.

Who suggested that you apply for a position with CATA? \_\_\_\_\_

If hired, do you have a reliable means of transportation to get to work? \_\_\_\_\_

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**Office Experience** (Indicate your specific skills and experience)

Type of Experience	Yrs.	Mos.	Type of Experience	Yrs.	Mos.
Accounting			Receptionist		
Clerk			Secretarial		

Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with CATA? \_\_\_\_\_

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**Military Service**

Were you in the Armed Forces? Yes  No  If yes, what branch? \_\_\_\_\_

Dates of Service: from \_\_\_\_\_ to \_\_\_\_\_ List duties and any special training: \_\_\_\_\_

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**Educational Background**

Type of School	Name and Address	Number of Years Attended	Graduated	Course or Major
Grammar or Grade			Yes <input type="checkbox"/> No <input type="checkbox"/>	
High School			Yes <input type="checkbox"/> No <input type="checkbox"/>	
College			Yes <input type="checkbox"/> No <input type="checkbox"/>	
Post Graduate			Yes <input type="checkbox"/> No <input type="checkbox"/>	
Business or Trade			Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other			Yes <input type="checkbox"/> No <input type="checkbox"/>	

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**Personal References** (Excluding former employers or relatives)

Name and Occupation	Address	Phone Number

**Prior Work History** (List in order, last or present employer first)

Dates From/To	Name, Address and Phone Number of Employer	Rate of Pay		Supervisor's Name and Title	Reason for Leaving
		Start	Finish		

Describe in detail the work you did:

Dates From/To	Name, Address and Phone Number of Employer	Rate of Pay		Supervisor's Name and Title	Reason for Leaving
		Start	Finish		

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Dates From/To	Name, Address and Phone Number of Employer	Rate of Pay		Supervisor's Name and Title	Reason for Leaving
		Start	Finish		

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Dates From/To	Name, Address and Phone Number of Employer	Rate of Pay		Supervisor's Name and Title	Reason for Leaving
		Start	Finish		

Describe in detail the work you did:

**ALL APPLICANTS MUST FILL OUT THE LAST THREE PAGES**

## Driving Experience

How many years have you been driving? \_\_\_\_\_

Employer's Vehicle \_\_\_\_\_ Passenger Car \_\_\_\_\_

Are you familiar with a standard shift? \_\_\_\_\_

How many years have you driven commercially? \_\_\_\_\_

## List All Driving Licenses Held And Class

State	Commercial Driver's License		Operator's License		Endorsements
	Number	Expiration Date	Number	Expiration Date	

Has any license you ever held been: Suspended? Yes  No  Revoked? Yes  No

When? \_\_\_\_\_ Why? \_\_\_\_\_

For how long? \_\_\_\_\_ In what state(s)? \_\_\_\_\_

Have you any other driving experience? \_\_\_\_\_ What size vehicle? \_\_\_\_\_

Length of time and type of vehicle driven:

Tractor-trailer \_\_\_\_\_ Bus \_\_\_\_\_ 2<sup>1</sup>/<sub>2</sub> Ton \_\_\_\_\_ Other \_\_\_\_\_

In what state(s)? \_\_\_\_\_

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## Accident Record

How many accidents have you ever been involved in, regardless of severity? \_\_\_\_\_

How many as an operator of: Commercial vehicles? \_\_\_\_\_ Private cars? \_\_\_\_\_

	Date	City and State	Brief Description of Accident
Last Accident			
Next Previous			
Next Previous			

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## Traffic Violations (List all traffic violations, other than parking)

Date of Violation	Crime, Infraction or Offense	Name of Court	Court Location	Date of Conviction	Disposition and Fine

Indicate current traffic violation points \_\_\_\_\_

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In case of emergency notify: \_\_\_\_\_

Address: \_\_\_\_\_

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

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## EMPLOYMENT APPLICATION CERTIFICATION AND AGREEMENT

Because of the continuing uncertainties as to funds for public transportation, I do understand that there are no guarantees as to length of employment. I do understand that CATA does not presently know what funding may be available in the future.

I also understand that it is a policy of CATA not to hire, transfer or promote individuals who, after such action, would directly supervise or be directly supervised by a relative of the individual.

I hereby certify that the facts set forth in this application are true and complete and agree to the following:

I have not knowingly withheld any information that might, if disclosed, affect my application unfavorably. I understand that if any statement made by me on this application or during the pre-hire process is false, misleading, or a material omission, it will prevent me from being hired or, if hired, it will be grounds for my immediate dismissal, regardless of when discovered by CATA.

I also understand that if an offer of employment is made, it is conditional upon a satisfactory criminal record background check. If the criminal record check is not satisfactory to CATA, the offer of employment will be withdrawn or, if I have been subsequently employed, my employment may be terminated.

All offers of employment are subject to my passing a physical examination, including drug screening, to the satisfaction of CATA. If employed, I agree to submit to further drug screening and work-related examinations as requested by CATA.

CATA may make inquiries it deems appropriate regarding me and otherwise for suitability of employment, and I completely release CATA, my present and future employers, educational institutions, and others from all liability and claims in connection with providing information.

I further authorize CATA to release information regarding me and/or my employment, including discipline, to prospective employers and others, and waive any requirement that CATA provide notice to me with information when released. I release CATA from all claims and liability in connection with such disclosures and omissions from disclosure.

I agree that if I am employed, my employment will not be for any definite period of time and may be terminated by me or by CATA at any time, with or without cause or prior notice. This at-will policy cancels and supersedes all other understandings or commitments. No exception to this at-will employment policy is authorized or will be recognized as effective regarding my employment unless such exception is expressly stated in an agreement which is signed by me and both CATA's Human Resource Manager and CEO/Executive Director.

I also understand and agree that communications using CATA computers, telephones and radios are monitored and recorded, and may be used and disclosed by CATA in its discretion.

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Print Name

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Signature

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Date

**CAPITAL AREA TRANSPORTATION AUTHORITY  
APPLICANT DATA RECORD**  
(Please print)

Qualified applicants are considered for positions without regard to race, color, religion, sex, national origin, age, marital or veteran status or disability.

As employers/government contractors, we comply with government regulations.

Solely, to help us comply with government record keeping, reporting and other legal requirements, please fill out the Data Record.

This Data is for statistical purposes only, in compliance with Section 206.2 of the Elliott-Larson Act, and will be kept in a Confidential File separate from the Employment application.

You are not required to fill out this information in order to be considered for employment.

Social Security Number: \_\_\_\_\_ Date: \_\_\_\_\_

Position(s) Applied for: \_\_\_\_\_

Referral Source: \_\_\_\_\_ Advertisement \_\_\_\_\_ Friend \_\_\_\_\_ Relative

\_\_\_\_\_ Employment Agency Other: \_\_\_\_\_

Please Indicate

Government agencies require periodic reports on the sex, ethnicity, disability and veteran status of applicants. This data is for analysis and affirmative action only. Submission of information is voluntary.

Check One: \_\_\_\_\_ Male \_\_\_\_\_ Female

Race/Ethnic Group: \_\_\_\_\_ White \_\_\_\_\_ Black \_\_\_\_\_ Hispanic

\_\_\_\_\_ American Indian/Alaskan Native \_\_\_\_\_ Asian or Pacific Islander

\_\_\_\_\_ No Response \_\_\_\_\_ Bi-Racial

Check if any of the following are applicable:

\_\_\_\_\_ Vietnam Era Veteran \_\_\_\_\_ Disabled Veteran \_\_\_\_\_ Disabled Individual

This information is voluntary and will be kept confidential in accordance with regulations. The Capital Area Transportation Authority is an Equal Opportunity Employer.

Revised: 9/12/2007



# Capital Area Transportation Authority

## FACTS ABOUT CATA

If you are interested in a position with CATA, we would like to have you know the following before you take the time and effort to fill out our application. CATA is an equal employment opportunity employer.

CATA will hire only United States Citizens and Aliens authorized to work in the United States. All new employees must complete an I-9 Verification Form, required by law, to certify that they are eligible for employment.

It is the policy of CATA not to hire, transfer or promote individuals who, after such action, would directly supervise or be directly supervised by a relative of the individual.

All positions, with the exception of administrative positions, are required to join a union. After completion of a 90 day probationary period, initiation fees/monthly dues are payable to the union that represents the classification.

### BUS OPERATOR POSITIONS - REPRESENTED BY AMALGAMATED TRANSIT UNION

You must possess a valid vehicle operator's license from the State of Michigan and submit a five (5) year spotless driving record. You must attach a certified copy of your driving record with your application. Must be able to receive a Group B Commercial Drivers License with a passenger endorsement prior to first day of employment. Any offer of employment is subject to passing a physical examination and drug screen and a review of a criminal convictions report from the State of Michigan State Police. After employment, further drug screens and work related physical examinations may be required. Our new-hire bus operator positions are part-time, have no guarantee of hours and offer fringe benefits without medical, dental or vision. To become a full-time hourly bus operator for CATA, you must move up through the seniority system. Union initiation fee: \$300. Current monthly union dues: \$40.80.

### MAINTENANCE POSITIONS (UTILITY MECHANICS, AND MECHANIC HELPERS)

#### Represented by Amalgamated Transit Union

Any offer of employment is subject to passing a physical examination and drug screen. After employment, further drug screens and work related physical examinations may be required. The same stipulations stated above concerning a driver's license is required as well. Union initiation fee: \$300. Current monthly union dues: \$40.80.

### ADMINISTRATIVE POSITIONS

Any offer of employment is subject to passing a physical examination and drug screen and a review of a criminal convictions report from the State of Michigan State Police. After employment, further drug screens and work related physical examinations may be required. In some cases the same stipulations stated above concerning a driver's license is required.

Your application will be kept current for six (6) months. If at the end of that period of time, you do not update your file by calling or coming into CATA and advise us you would like to keep your file current, we will assume you are no longer interested in being considered for any positions at CATA. It is only necessary to update your application once every six (6) months.

(revised 4/1/2006)