



EMPLOYMENT APPLICATION

Position Applying For: _____

Date: _____

Please read carefully. Type or print clearly in ink. Answer all questions.

Eastern Sierra Transit Authority (ESTA) is an equal opportunity employer. All qualified person are welcome to submit applications for employment. Every applicant must fully complete this application for employment.

Name _____
Last First Middle

Mailing Address _____
Number & Street City, State, Zip Home Phone

Physical Address _____
Number & Street City, State, Zip Message Phone

Is any additional information relative to change of name, use of assumed name, or nickname necessary to enable a check on the information you are providing on this application? YES NO

If yes, please explain: _____

Do you have a driver's license now? YES NO
State: _____ License Number: _____ Class: _____ Expiration Date: _____

Have you ever been convicted as an adult for any violation of the law? YES NO
If yes, please explain: _____

Failure to list conviction may disqualify you from further consideration. Conviction of any offense is not necessarily a bar to employment. Each case is considered individually, based upon job requirements.

If you were in the U.S. Armed Forces, please indicate: Branch _____ Years of Service: _____

Do you need reasonable accommodation to take an interview or written test? YES NO

Were you ever discharged, released during probation or unfavorable circumstances from any employment?
 YES NO If yes, please explain: _____

EDUCATION: Circle the highest grade of school completed: 8 9 10 11 12 13 14 15 16
Provide the information listed below about any college or university you have attended and/or any business, trade, service, or correspondence school:

<u>Name of Institution</u>	<u>Address</u>	<u>Course of Study</u>	<u>Duration</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List any degrees, awards, certifications, special training you have had:

List computer programs, systems in which you are proficient:

If you speak any languages other than English, please list:

Starting with your most recent employment, provide a complete record of all employment during the past 10 years. Explain any gaps in employment. A resume may be attached but cannot be used as a substitute for the following:

Dates of Employment From: _____ Month/Year To: _____ Month/Year Highest Salary: _____	Job Title & Duties: _____ _____ _____ _____	Employer/Address/Phone: _____ _____ _____ _____
Reason for leaving: _____ _____		

Dates of Employment From: _____ Month/Year To: _____ Month/Year Highest Salary: _____	Job Title & Duties: _____ _____ _____ _____	Employer/Address/Phone: _____ _____ _____ _____
Reason for leaving: _____ _____		

Dates of Employment From: _____ Month/Year To: _____ Month/Year Highest Salary: _____	Job Title & Duties: _____ _____ _____ _____	Employer/Address/Phone: _____ _____ _____ _____
Reason for leaving: _____ _____		

I agree and understand that any misrepresentation of information or omissions of facts I have provided in this application for employment are grounds for immediate discharge.

I agree and understand that representatives of ESTA may investigate my background to ascertain and obtain any and all information of concern to my record, whether same is of record or not, including without limitation matters of public record. "Public records" are defined as "records documenting an arrest, indictment, conviction, civil judicial action, tax lien, or outstanding judgment". I understand and agree that I have a right to receive a copy of public record information directly obtained by ESTA. I understand and agree that I will not receive a copy of such public record information if I check the box below waiving my right to such information. I release ESTA, its employees and all persons from any liability for furnishing such information.

I wave my right to a copy of public record information obtained by ESTA YES NO

I agree and understand that this Application for Employment in no way obligates ESTA to employ me.

Offers of employment for Vehicle Operators or any Safety Sensitive positions are conditional and contingent on the successful completion of a pre-employment drug test, post job offer physical, fingerprint clearance, and background investigation. Safety Sensitive Positions are subject to ESTA's Drug & Alcohol Testing Program.

I certify that this application for Employment was completed by me, and that all entries on it and information in it and any attachments signed by me are true and correct to the best of my knowledge.

Signature

Date

AN EQUAL OPPORTUNITY-AFFIRMATIVE ACTION EMPLOYER- Please help us comply with the State & Federal law by completing this section. While you are not required to complete it, you should know that if you leave it blank we have the right to enter data for this purpose based upon our visual assessment. To demonstrate that we meet the equal employment opportunity requirements, periodically we must report statistical information about applicants & employees to the State & Federal Governments. This information will be kept confidential & will not be used in any unlawful way to make any employment decision. ESTA is an Affirmative Action Employer.

Name of Applicant _____ Date _____

Title of Position Applied For _____ Date of Birth _____

Male _____ Female _____

White Black Hispanic Asian Filipino American Indian