

# APPLICATION FOR EMPLOYMENT

Hybrid Transit Systems, Inc.  
818 Dows Road SE  
Cedar Rapids, IA 52403  
261-0749

Hybrid Transit Systems, Inc. is an equal employment opportunity employer dedicated to a policy of nondiscrimination in employment based upon an individual's race, color, creed, religion, age, sex, national origin ancestry, marital status, military status, or the presence of any non-job-related medical condition or disability. In reading and answering the following questions, please keep in mind that none of the questions are intended to imply any limitations, illegal preferences, or discrimination based upon any non-job-related information. This application will be given consideration, but its receipt does not imply that the applicant will be employed. Please contact the Human Resource department if you need any accommodations to participate in the application process.

POSITION(S) APPLIED FOR: \_\_\_\_\_

Type of Work Desired: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Temporary

Date Available to Start Work: \_\_\_\_\_

## PERSONAL DATA

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Address \_\_\_\_\_  
Street Address City State Zip

Daytime Phone at Which You Can Be Reached: Evening Phone at Which You Can Be Reached:

( ) \_\_\_\_\_

Area Code

( ) \_\_\_\_\_

Area Code

## GENERAL INFORMATION

1. Have you ever applied for a job with this company in the past? If yes, please give the date of application and the position for which you applied. State your name at that time, if different from present name.  Yes  No
2. Have you ever been employed by this company in the past? If yes, please give dates of employment, position held, and state your name while employed if different from present name.  Yes  No
3. If hired, will you be able to work during the normal days and hours required for the position(s) for which you are applying? If no, please explain:  Yes  No
4. Do you have any commitments to another employer that might affect your employment with our company? If yes, please explain:  Yes  No
5. If hired, can you furnish proof that you are 18 years of age, or if under 18, do you have a permit to work? If no, please explain:  Yes  No
6. If hired, can you furnish proof that you are eligible to work in the United States? (If unsure of the documents needed to prove eligibility to work in the U.S., we will be happy to explain the legal requirements.) If no, please explain:  Yes  No
7. Have you been convicted of a felony, or released from prison in the past 10 years? Note: A yes answer does not automatically disqualify you from employment since the nature of the offense, date, and type of job for which you are applying will be considered. If yes, please explain:  Yes  No

8. Are you charged with an unresolved criminal charge (have you been charged with a crime that has not yet resulted in a plea of guilty, court trial, or a dropping of the charge): Note: A yes answer will not automatically disqualify you from employment. If yes, please explain: \_\_\_ Yes \_\_\_ No

**EDUCATIONAL DATA**

SCHOOLS ATTENDED	NAME OF SCHOOL AND LOCATION	DID YOU GRADUATE:? YES NO	DEGREE/DIPLOMA/ CERTIFICATE?	MAJOR COURSE OF STUDY
HIGH SCHOOL	CIRCLE HIGHEST GRADE COMPLETED 1 2 3 4 5 6 7 8 9 10 11 12			
TECHNICAL VOCATIONAL BUSINESS OR MILITARY TRAINING				
COLLEGE OR UNIVERSITY				
GRADUATE SCHOOL				
PROFESSIONAL SEMINARS				

**EMPLOYMENT HISTORY**

**PRESENT & FORMER EMPLOYERS**

(List Present or Most Recent First)

Attach additional sheet if necessary

Company Name	Dates of Employment From To
Address	Supervisor (and phone number, if known)
City, State, Zip	Your name when employed, if different from present
Job Title & Duties	May We Contact: ___ Yes ___ No
Final Salary: \$ _____ per _____	

Company Name	Dates of Employment From To
Address	Supervisor (and phone number, if known)
City, State, Zip	Your name when employed, if different from present
Job Title & Duties	Reason for Leaving
Final Salary: \$ _____ per _____	May We Contact: ___ Yes ___ No

Company Name	Dates of Employment From To
Address	Supervisor (and phone number, if known)
City, State, Zip	Your name when employed, if different from present
Job Title & Duties	Reason for Leaving
Final Salary: \$ _____ per _____	May We Contact: _____ Yes _____ No

Please account for any time you were not employed after leaving school in the past ten years. (You need not list any unemployment periods of one month or less.)

<u>Time Period(s)</u>	<u>Reason(s) for Unemployment</u>

If you were unable to list all past jobs or periods of unemployment on this form, please use an additional sheet.

**REFERENCES - LIST THREE INDIVIDUALS WHO ARE NOT FORMER EMPLOYERS OR RELATIVES**

<u>NAME</u>	<u>ADDRESS</u>	<u>CITY, STATE, ZIP</u>	<u>PHONE NUMBER</u>	<u>OCCUPATION</u>

**OTHER JOB-RELATED EXPERIENCE.** Some people gain job-related experience in positions other than as an employee. For instance, an accountant may gain experience as a treasurer of a civic or school organization, or a manager may gain experience while working on civic projects, or in school organizations, or in PTA activities. Please list and describe any paid or unpaid activities, honors, experience, or training that might aid you in performing the job(s) for which you have applied, and have not been listed previously in this application. (You may omit any activities, honors, memberships or other items that tend to identify your race, sex, national origin, age, disability or other personal traits that you prefer not to disclose.)

Please add any additional information (except that which identifies your race, sex, age, religion, national origin, disability or other non-job-related personal information) that you think may be relevant to a decision to hire you.

**IMPORTANT**

PLEASE READ CAREFULLY AND INITIAL EACH PARAGRAPH BEFORE SIGNING

Initials

\_\_\_\_\_ By my signature and initials, I promise that the information provided in this employment application (and accompanying resume, if any) is true and complete, and I understand that any false information or significant omissions may disqualify me from further consideration for employment, and may be justification for my dismissal from employment, if discovered at a later date. I agree to immediately notify the company if I should be convicted of a felony, or any crime involving dishonesty or a breach of trust while my job application is pending, or during my period of employment, if hired.

\_\_\_\_\_ I authorize any person, school, current employer (except as previously noted), past employer(s), and organizations named in this application form (and accompanying resume, if any) to provide the company with relevant information and opinion that may be useful to the company in making a hiring decision, and I release such persons and organizations from any legal liability in making such statements.

\_\_\_\_\_ If offered a job that requires it, I give permission for a job-related complete physical examination, and I consent to the release to the company of any medical information, as may be deemed necessary by the company in judging my capability to perform the essential functions of the work for which I am applying (with or without a reasonable accommodation).

\_\_\_\_\_ I understand that if my employment is terminated by the company for dishonesty, breach of trust, or any criminal acts, the authorities may be notified and I may be criminally prosecuted. I also understand that, if hired, I may not hold other employment, nor engage in sales, investments or other activities that create a conflict of interest with the company.

\_\_\_\_\_ I understand that this application does not, by itself, create a contract of employment. I understand and agree that, if hired, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD OF TIME, any may, regardless of the date of payment of my wages or salary, BE TERMINATED AT ANY TIME. I understand that NO PERSON IS AUTHORIZED TO CHANGE ANY OF THE TERMS MENTIONED IN THIS EMPLOYMENT APPLICATION FORM.

Signed: \_\_\_\_\_ Date \_\_\_\_\_