



# Employment Application

AN EQUAL OPPORTUNITY EMPLOYER

## Personal Information (PLEASE PRINT CLEARLY)

Last Name		First Name		Middle	Social Security No. (optional)
Home Address					
Street		City		State	Zip Code
Home Phone		Mobile Phone		Email:	
Position(s) Applying For: Bus Operator <input type="checkbox"/> Building Maintenance <input type="checkbox"/> Parking <input type="checkbox"/> Vehicle Maintenance <input type="checkbox"/> Office/CSR <input type="checkbox"/> Servicer/Cleaner <input type="checkbox"/> Other <input type="checkbox"/> _____				Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Date Available _____	
<b>Desired Work Location:</b> CNY Centro Syracuse <input type="checkbox"/> Centro of Cayuga <input type="checkbox"/> Centro of Oswego <input type="checkbox"/> Centro of Oneida (Utica <input type="checkbox"/> Rome <input type="checkbox"/> )					

## Education

Type of School	Name and Address of School	Course of Study	No. of Years Completed	Graduated (check one)
High School	Name Address			Yes <input type="checkbox"/> No <input type="checkbox"/>
College	Name Address			Yes <input type="checkbox"/> No <input type="checkbox"/>
Graduate	Name Address			Yes <input type="checkbox"/> No <input type="checkbox"/>
Other (Specify)	Name Address			Yes <input type="checkbox"/> No <input type="checkbox"/>

## U.S. Military Service

Branch of Service	Technical Specialization	Rank Attained
Did you receive an honorable discharge? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, Please explain: _____		

## Background

Have you ever been convicted of a crime? (A conviction will not necessarily disqualify an applicant.) Yes  No

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

## Convictions (Start with your most recent conviction and include all criminal convictions):

Date of Violation	Location (City, State, Zip Code, County)	Date of Conviction	What charges were you convicted of?	If a vehicle was involved, what type of vehicle were you driving?

### WE ARE AN EQUAL OPPORTUNITY EMPLOYER

We consider applicants without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

**Background (Continued)**

Will you provide required verification of eligibility to work if you are under 18 years of age?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever, in the past 15 years, been discharged from employment by any company/organization for which you have worked?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please explain:		
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? (Proof of citizenship or immigration status will be required upon employment.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Required for all Bus Operator & All Maintenance Positions Driver's License Information**

Class of Driver's License \_\_\_\_\_ Expiration Date \_\_\_\_\_ Motorist ID Number \_\_\_\_\_

How many years of driving experience do you have:

- driving a personal vehicle? \_\_\_\_\_ years
- driving a commercial vehicle? \_\_\_\_\_ years
- passenger bus or heavy truck? \_\_\_\_\_ years
- light truck or van experience? \_\_\_\_\_ years

Have you ever attended a bus driver training course or other such training courses? Yes  No

If yes, give the name, date, place and duration of the course. \_\_\_\_\_

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Have you ever been convicted of any moving traffic violations (e.g. reckless driving, etc) during the past 10 years? Yes  No

If yes, please specify the date of each conviction: \_\_\_\_\_

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**Required for all Building and Vehicle Maintenance Positions**

Do you have experience in any of the following areas?

Buses	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Trucks	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Tractors	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Autos	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Diesel Engines	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Military (tanks, aircraft, etc)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Building Maintenance	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Other (please specify): \_\_\_\_\_

Have you ever taken a specialized course? Yes  No  If yes, please specify: \_\_\_\_\_

**Required for all Office Positions**

Do you have any office experience? Yes  No

<input type="checkbox"/> Filing	<input type="checkbox"/> IBM (compatibles)	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Dictaphone	<input type="checkbox"/> Word Processing	<input type="checkbox"/> 10-Key Calculator
<input type="checkbox"/> Bookkeeping	<input type="checkbox"/> Telephone Skills	<input type="checkbox"/> Data Entry
<input type="checkbox"/> Typing	<input type="checkbox"/> Macintosh/Apple	<input type="checkbox"/> Stockroom

Speed \_\_\_\_ wpm Speed \_\_\_\_ wpm

**Required for all Applicants**

Days & hours available to work		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	From							
	To							

## Employment History

List employment starting with your most recent position. Account for any time during this period that you were unemployed by stating the nature of your activities.

1	Employer	Dates Employed From: To:	Positions(s) Held
Street Address			Telephone Number
City		State	Zip Code
Reason(s) for Leaving			Supervisor's Name
			May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
2	Employer	Dates Employed From: To:	Positions(s) Held
Street Address			Telephone Number
City		State	Zip Code
Reason(s) for Leaving			Supervisor's Name
			May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
3	Employer	Dates Employed From: To:	Position(s) Held
Street Address			Telephone Number
City		State	Zip Code
Reason(s) for Leaving			Supervisor's Name
			May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
4	Employer	Dates Employed From: To:	Position(s) Held
Street Address			Telephone Number
City		State	Zip Code
Reason(s) for Leaving			Supervisor's Name
			May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
5	Employer	Dates Employed From: To:	Position(s) Held
Street Address			Telephone Number
City		State	Zip Code
Reason(s) for Leaving			Supervisor's Name
			May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you previously worked for Centro, the Central New York Regional Transportation Authority or any of its subsidiaries? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Subsidiary Name _____ Location _____			
Position Held _____ Supervisor's Name _____			
Dates Employed: From _____ To _____ Reason(s) for leaving _____			
Do any of your family members currently work here? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, what are their name(s)? _____			
_____			
_____			

# PRE-EMPLOYMENT INQUIRY RELEASE

I hereby authorize any and all former employers (their employees and/or agents), references and any others who have information about me to provide such information to Central New York Regional Transportation Authority and/or any of its subsidiaries, representatives, agents or vendors and I release all parties involved from any and all liability for any and all damages that may result from providing such information.

I also hereby give my consent for any educational institution I have attended to release any information requested in connection with this background investigation, According to the Family Educational Rights and Privacy Act, I understand that I have a right to see most education records that are maintained by any such educational institution. I waive\_\_\_\_/do not waive\_\_\_ (initial only one) my right to see any written reference or other information provided by any educational institution.

I AUTHORIZE WITHOUT RESERVATION ANY PARTY OF AN AGENCY CONTACTED BY THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY OR ITS SUBSIDIARIES, TO FURNISH THE ABOVE MENTIONED INFORMATION.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please complete the following information. PRINT CLEARLY.

Name \_\_\_\_\_

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

Current Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

# RELEASE FOR DRUG AND ALCOHOL TESTING

By my signature below, I voluntarily and knowingly agree to the following:

I agree to submit to blood, urine and/or other tests for drugs which are requested by the Central New York Regional Transportation Authority and its subsidiaries in connection with the processing of my application. I also agree that if I am offered and I accept a position with the Company, I will submit to any physical or medical examinations requested by the Company in order to identify conditions which have a bearing on my job performance. I understand that refusal to submit to any examination requested by the Company is grounds for rejection for employment or immediate discharge, whichever is applicable.

I further understand that if I am applying for a safety-sensitive position, I must successfully complete a USDOT drug test as required by 49CFR part 655. I understand that a negative test result is a condition of employment and is required before I can perform a safety sensitive position.

I understand that any information may be retained by the Company and is exclusively the Company's property. I also understand that the examination will be performed by the medical personnel, clinics or laboratories qualified to do this necessary work. Costs for such examinations will be borne by the Company.

**I UNDERSTAND THAT THE USE, MANUFACTURE, OR SALE OF DRUGS OR ALCOHOL, OR CHEMICALS WHICH INTERFERE WITH OR IMPAIR MY ABILITY TO PERFORM THE DUTIES OF THE POSITION I AM APPLYING FOR OR AM HIRED FOR IS GROUNDS FOR AUTOMATIC REJECTION OR IMMEDIATE DISCHARGE.**

As part of this application I certify that I have not had a positive pre-employment test result in the past 5 years.

I acknowledge that I have read the above information. I understand the contents read. I will abide by the above notice. I understand that a copy will be made part of my personnel file if I am offered and accept a job. A copy will be provided to me upon request. Any questions regarding the Substance Abuse policy will be directed to the company's Substance Abuse Compliance Manager or the Director of Human Resources.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Parent/Guardian  
(Needed if applicant is under 18 years old)

\_\_\_\_\_

Date

**Applicant's Statement**

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I authorize a complete reference check. I understand, also, that I am required to abide by all rules and regulations of the Employer.

This application for employment shall be considered active for a period of time not to exceed 1 year. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge an Employee at any time without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

**In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.**

I acknowledge I have read, understand and will abide by the above.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Thank you for applying with Centro.



**Central New York  
Regional Transportation Authority**

CNY Centro, Inc. 315-442-3333    Centro of Cayuga 315-253-5765  
Centro of Oswego 315-342-4400    Centro of Oneida 315-797-1121

WEBSITE: [www.centro.org](http://www.centro.org)