

SALEM-KEIZER TRANSIT

555 Court Street NE, Suite 5230
SALEM, OR 97301-3736

DISTRICT ACCEPTS APPLICATIONS ONLY FOR SPECIFIC AVAILABLE POSITIONS. THIS APPLICATION IS VALID ONLY FOR THE FOLLOWING POSITION:

(list specific position applied for)

If offered position, length of time needed before starting position: _____

COMPLETE ALL SECTIONS FULLY AND ACCURATELY. RESUMES MAY BE ATTACHED ONLY FOR ADDITIONAL INFORMATION. THEY MAY NOT BE SUBSTITUTED FOR ANY PORTION OF THIS APPLICATION. AN INCOMPLETE APPLICATION WILL NOT BE CONSIDERED.

NAME: _____
ADDRESS: _____

(City) (State) (Zip Code)

HOME PHONE: _____

BUSINESS PHONE: _____

MESSAGE PHONE: _____

Driver's License Number: _____ State: _____ Class: _____ Expiration Date: _____

Are you 18 years of age or older: () Yes () No (State Law requires work permits for those age 14-17)

List any other names you have used in the past: _____

Have you ever been convicted of a crime(s)? () Yes () No

If yes, describe the nature of the crime, the state in which you were convicted and the date of the conviction:

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FOR OFFICE USE ONLY:
_____ DATE _____ INITIAL _____

WORK EXPERIENCE

List names of employers in consecutive order with present or last employer listed first. **Account for all periods of time including military service and any periods of unemployment.** If self-employed, give firm name and supply business references. If this is not enough space to provide this information, please attach additional sheets.

EMPLOYER:		ADDRESS:	
Starting Date:	Leaving Date:	Supervisor's Name:	May we contact? () Yes () No
Salary:	Salary:	Supervisor's Title:	
Your Job Title:		Reason for Leaving:	
Your responsibilities: _____			

EMPLOYER:		ADDRESS:	
Starting Date:	Leaving Date:	Supervisor's Name:	May we contact? () Yes () No
Salary:	Salary:	Supervisor's Title:	
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EMPLOYER:		ADDRESS:	
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Salary:	Salary:	Supervisor's Title:	
Your Job Title:		Phone:	
Your responsibilities:		Reason for Leaving:	
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EMPLOYER:		ADDRESS:	
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Salary:	Salary:	Supervisor's Title:	
Your Job Title:		Phone:	
Your responsibilities:		Reason for Leaving:	
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EMPLOYER:		ADDRESS:	
Starting Date:	Leaving Date:	Supervisor's Name:	May we contact? () Yes () No
Salary:	Salary:	Supervisor's Title:	
Your Job Title:		Phone:	
Your responsibilities:		Reason for Leaving:	
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EDUCATION AND TRAINING

Do you have a high school diploma or GED certificate? () Yes () No

College, Military, Trade, Business or other Schools Attended:

Name and Location	Type of Training or Major	Number of Hours Completed	Did you Graduate?	Certificate Diploma/ Degree

SKILLS AND ABILITIES

Describe skills, abilities, foreign languages, etc. which will assist in evaluating your qualifications for the position for which you are applying:

ACKNOWLEDGEMENT

By my signature placed below, I affirm 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 Salem-Keizer Transit if I should be convicted of any crime while my job application is pending, or during my period of employment, if hired.

I authorize the investigation of all statements contained in this application and any other materials I have attached. I agree to sign Salem-Keizer Transit's "Applicant's Authorization to Release Information" form and authorize Salem-Keizer Transit to contact my present employer, past employers, and any other person or entity with knowledge of me, and that I may be subject to finger printing and a criminal records check as required by Oregon law.

I also understand and agree to the following:

1. If I am offered employment with Salem-Keizer Transit, this offer may be contingent upon my successful completion of a post-offer, pre-employment physical which includes a blood, urine and/or other medical tests for drugs and controlled substances. If I am actually employed by Salem-Keizer Transit I agree to abide by Salem-Keizer Transit's Drug and Alcohol Policy and submit to drug and alcohol testing if required. I consent to the release to Salem-Keizer Transit any and all medical information, including drug test results, as may deemed necessary by Salem-Keizer Transit in judging my capability to do the work for which I am applying.
2. If I am offered employment by Salem-Keizer Transit, I must produce applicable documents showing that I am a United States citizen or alien lawfully authorized to work in the United States, within the time frame specified by Salem-Keizer Transit, to meet the Immigration Reform and Control Act requirements.
3. 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, and may, regardless of the date of payment of my wages or salary, be terminated at any time, subject to Salem-Keizer Transit policies and rights provided by written contract. I understand that no person is authorized to change any of the terms mentioned in this employment application form.
4. The accuracy of records furnished by the Oregon State Police or Federal Bureau of Investigation may be challenged only in accordance with the rules and procedures of those agencies. A determination that an applicant's own criminal history should not disqualify the applicant may be challenged under the District's Policy 307.0.

I understand that if I fail to comply with any of the requirements set forth above, an offer of employment will be rescinded or my employment will be terminated.

Applicant's Signature

Date

**SALEM-KEIZER TRANSIT
APPLICANT'S AUTHORIZATION
TO RELEASE INFORMATION**

My employers (both current and past) and their supervisors and managers, education institutions and those to whom inquiry is made about me are authorized to give Salem-Keizer Transit any and all information including opinions concerning my employment and any other pertinent information they may have about my professional abilities and accomplishments and personal traits and characteristics in order to assess my capacity for success and achievement at Salem-Keizer Transit. I authorize Salem-Keizer Transit to obtain criminal history information from the Oregon State Police and the FBI to the extent authorized by law. I authorize Salem-Keizer Transit to obtain information about me from such third parties as Salem-Keizer Transit may see fit to contact. I release and agree to hold harmless all persons or entities from liability for any and all claims that could be alleged related in any way to furnishing information to Salem-Keizer Transit. I also release Salem-Keizer Transit and all of its agents, officials, employees, contractors, and insurers from all liability in any way related to gathering and relying upon the information furnished. I authorize Salem-Keizer Transit to obtain such information confidentially, and I agree that Salem-Keizer Transit may maintain the confidentiality of such information, and may not be required to disclose it to me or to any other person at my request. I understand that such information will constitute a "public record" which is exempt from public disclosure to the full extent provided by Oregon law.

Applicant's Name (please print)

Applicant's Signature

Date

AFFIRMATIVE ACTION SUPPLEMENT

Completion of this section is **VOLUNTARY**. The information you provide on this supplement will be utilized by the Human Resources Office for Affirmative Action purposes only.

<p style="text-align: center;">SALEM-KEIZER TRANSIT</p> <p style="text-align: center;">555 Court Street NE, Suite 5230 Salem, OR 97301-3736 (503) 588-2424</p>	<p>Name: _____</p> <p>Position Applied For: _____</p>
<p>SEX: <input type="checkbox"/> Male <input type="checkbox"/> Female</p>	<p>DISABLED: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(A person with a disability, as defined by law, is any person who has a physical and/or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment.)</p>

RACE/ETHNIC STATUS

- WHITE** (Not Hispanic or Latino): A person having origins in any of the original peoples of Europe, North Africa or the Middle East.
- BLACK OR AFRICAN AMERICAN** (Not Hispanic or Latino): A person having origins in any of the black racial groups of Africa.
- HISPANIC OR LATINO:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- ASIAN** (Not Hispanic or Latino): A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER** (Not Hispanic or Latino): A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- AMERICAN INDIAN OR ALASKAN NATIVE** (Not Hispanic or Latino): A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community recognition.
- TWO OR MORE RACES** (Not Hispanic or Latino): A person who identifies with two or more race/ethnic categories named above.

We are interested in how you found out about this employment opportunity. Please indicate below the resources you used.

- | | | |
|---|---|--|
| <p><u>Newspapers</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Statesman Journal <input type="checkbox"/> The Oregonian <input type="checkbox"/> Register-Guard <input type="checkbox"/> Asian Reporter <input type="checkbox"/> El Hispanic News <input type="checkbox"/> Portland Observer | <p><u>Websites</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Cherrriots.org Website <input type="checkbox"/> CareerBuilder.com <input type="checkbox"/> Craigslist.org <input type="checkbox"/> Jobdango.com <input type="checkbox"/> TransitTalent.com | <p><u>Other Sources</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Walk-in <input type="checkbox"/> Employee Referral <input type="checkbox"/> Jobs Available <input type="checkbox"/> Passenger Transport <input type="checkbox"/> State Employment Office <input type="checkbox"/> Other _____ |
|---|---|--|

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