



Cape Girardeau County Transit Authority

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

All applicants are considered without regard to race, color, gender, religion, national origin, age, marital or veteran status, mental or physical disability unrelated to job performance or any other legally protected status.

POSITION APPLYING FOR: _____ **DATE:** _____

PERSONAL INFORMATION:

Legal name: First Last Middle Initial _____

Address: Street City State Zip code _____

HomeTelephone: _____ OtherTelephone: _____

E-mail: _____

Social Security #: _____

Driver License Number _____ State: _____
(if position requires operation of a company vehicle)

Date of Birth: _____

Are you legally eligible for employment in the United States? Yes No
United States Visa status, if applicable:

Have you been convicted of a felony? Yes No
If yes, please explain circumstances:

Are you at least 18 years old? Yes No

POSITION INFORMATION

Position(s) applying for: _____

Salary desired: \$ _____

Employment status desired: Full Time Part Time Temporary

What hours are you available to work?

If hired, when could you start?

How did you hear about this job?

EMPLOYMENT HISTORY *(Most recent first)*

1. Job Title:

Employer:

Duties:

Dates of Employment (month / year)

From: To:

Starting Salary: Ending Salary: Full Time Part Time Temporary

Employer's Address:

Supervisor: May we contact? Yes No Phone:

Reason for Leaving:

2. Job Title:

Employer:

Duties:

Dates of Employment (month / year)

From: To:

Starting Salary: Ending Salary: Full Time Part Time Temporary

Employer's Address:

Supervisor: May we contact? Yes No Phone:

Reason for Leaving:

3. Job Title:

Employer:

Duties:

Dates of Employment (month / year)

From: To:

Starting Salary: Ending Salary: Full Time Part Time Temporary

Employer's Address:

Supervisor: May we contact? Yes No Phone:

Reason for Leaving:

4. Job Title:

Employer:

Duties:

Dates of Employment (month / year)

From: To:

Starting Salary: Ending Salary: Full Time Part Time Temporary

Employer's Address:

Supervisor: May we contact? Yes No Phone:

Reason for Leaving:

EDUCATION

Type of school Name and Location

Dates

Attended

Degree

Received

Subjects

Studied

Did you graduate?

High School

College /

University

Graduate School

Tech School

Other

Special courses, training or experience acquired, including military experience:

SKILLS

Clerical / Office skills

Computer skills

Name of software:

PC Mac WPM

Languages

Other special knowledge or skills

Please describe any other experience, abilities or skills that might be helpful in considering your application:

CERTIFICATION & AUTHORIZATION

I hereby certify that all statements made in this application are true and correct to the best of my knowledge and belief. I understand that any misrepresentations or omissions of facts in this application are grounds for disqualification from further consideration or for dismissal from employment.

I authorize the company to inquire into my educational, professional and past employment history references as needed to research my qualifications for this position.

If employed, I agree to conform to the rules, regulations and policies of the company. I understand that I will be an employee "at will" and either the company or I may terminate my employment relationship at any time for any reason not in violation of law.

I hereby acknowledge that I have read and fully understand the forgoing and seek employment under these conditions.

Signature of Applicant Date