



Al Schutz
Executive Director

APPLICATION FOR EMPLOYMENT

THE SHUTTLEBUS IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. IT IS OUR POLICY TO RECRUIT, HIRE, PROMOTE AND DEVELOP QUALIFIED PERSONS WITHOUT REGARD TO RACE, SEX, RELIGION, NATIONAL ORIGIN, AGE, OR DISABILITY

(Please Print) When will you be available? _____

Date: _____

Name: _____ Work Phone: _____

SSN: _____ - _____ - _____ Home Phone: _____

Legal Address: _____

Mailing Address: _____

Message Contact: _____

Educational History

School Name	Location (City, State)	Major course or subject	Dates attended		Graduated		Degree or Equiv.
			From	To	Yes	No	
High School							
Technical/trade (after high school)							
College (list all attended)							
Other education/training							

Outside Activities

(Exclude those indicating race, color, religion, sex, national origin, or handicap.)

Professional memberships, certificates, or licenses held
Past and present civic or cultural activities – include offices held
Principal hobbies

Special Skills

To be completed by applicant driving position	To be completed by applicant for office/clerical position
Licenses held:	Typing ___yes ___no Words per minute:
Endorsements:	Dictation ___yes ___no Words per minute:
Driving violations in last 3 years:	Computer skills ___hardware ___Software
Languages Spoken:	Please list other skills and or equipment/language experience you have acquired.

EMPLOYMENT HISTORY

In the spaces below, list the jobs and responsibilities included in your work history, beginning with your present or last employment. If you have a long history of employment, be sure to list those jobs that best relate to the position for which you are applying. Employment verification may be made regarding all of your past experiences. Please note if you do not want your present employer contacted. Use additional pages as necessary.

Starting Date:	Ending Date:	Starting Salary:	Ending Salary:	Hours per week:
Your Title:	May we contact your present employer? ___yes ___no			
Present or last Employer: Name/Address & Phone:	Supervisor – Name & Title:			
Reason(s) for leaving:				
Duties (be specific)				

Starting Date:	Ending Date:	Starting Salary:	Ending Salary:	Hours per week:
Your Title:	May we contact your present employer? ___yes ___no			
Present or last Employer: Name/Address & Phone:	Supervisor – Name & Title:			
Reason(s) for leaving:				
Duties (be specific)				

Starting Date:	Ending Date:	Starting Salary:	Ending Salary:	Hours per week:
Your Title:	May we contact your present employer? ___yes ___no			
Present or last Employer: Name/Address & Phone:	Supervisor – Name & Title:			
Reason(s) for leaving:				
Duties (be specific)				

All applicants must answer the following questions:

- Please explain any gaps in your work history: _____
- List any experiences/seminars training and/or skills (excluding formal education) that you feel would especially qualify you for this position. _____
- Have you ever been convicted of any violation of the law? _____yes _____no

Please answer the following questions if you are applying for a position that requires you to hold a valid Maine Driver's License.

- Do you hold a valid Maine Driver's License? _____yes _____no
- If so, which class? _____ If so, which number? _____

References:

Please furnish the names, addresses, and telephone numbers of two people to who you are neither related nor by whom you have been previously employed.

1. Name _____

Address _____

Phone _____

2. Name _____

Address _____

Phone _____

DISCLOSURE STATEMENT

I certify that all information given on this application is true, correct and complete to the best of my knowledge. I also certify that I have accounted for all my work experience and training on this application, and I have not knowingly withheld any fact or circumstance which would, if disclosed, affect my application unfavorably.

In order to assess my qualifications for the position in which I have applied, a full background investigation is necessary. I, therefore, authorize the ShuttleBus to conduct an investigation which may include but not be limited to: verification of information provided by me to the ShuttleBus, a financial management check; contacting persons, clients, business associates, professional organizations, educational or other institution, in government and law enforcement agencies regarding work performances, character references, and record history information; contacting employers for performance information; and verifying educational attainment.

I further authorize all my present employers, or references, to furnish information concerning my personal character, habits or employment performance and authorize schools that I have attended to provide verification of educational attainment and other relevant information.

If employed by the ShuttleBus, I agree to abide by its rules and regulations. I understand that discovery of misrepresentation or omission of facts herein will make me ineligible for employment or be cause for immediate dismissal. I agree to furnish additional information as may be required to complete my employment file. I understand that operating conditions may require me to temporarily and/or regularly work shifts over than the one for which I am applying and I agree to such scheduling changes as directed by my supervisor.

I also understand that my employment may be subject to be successful completion of an employment physical examination, and that my continued employment may be conditioned upon satisfactorily continuing to meet job-related physical and mental requirements. I agree to submit to a job-related drug and/or alcohol screen, performed by a qualified medical person of the ShuttleBus' choice. Such exam shall be paid for the ShuttleBus. I also agree that all information concerning drug and/or alcohol screens, can be supplied to the ShuttleBus, or an authorized agent of this municipality, upon their request.

I further understand that this is an application for employment and that no employment contract, either expressed or implied, is being offered. I also understand that if employed, such employment is for an indefinite period and can be terminated at will by either party, with or without notice, at any time, for any or no reason, within the probationary period, and is subject to change in wages, conditions, benefits and operating policies.

Signature

Date

NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF THE SHUTTLEBUS. NONE WILL BE RETURNED. PROVIDING ANY FALSE OR MISLEADING INFORMATION ON THIS APPLICATION OR IN THE APPLICATION OR EMPLOYMENT SCREENING PROCESSING SHALL BE FULLY SUFFICIENT GROUNDS TO REFUSE TO EMPLOY THE APPLICANT OR, IF THE APPLICANT HAS BEEN EMPLOYED, TO IMMEDIATELY DISMISS THE APPLICANT/EMPLOYEE.