

**Kalkaska Public Transit Authority**  
**1251 Island Lake Rd**  
**Kalkaska, Michigan 49646**  
**231-258-6808**

**Employment Application**

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

Legal Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City/State Zip Code

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Position applying for: \_\_\_\_\_ Full time: \_\_\_\_\_ Part time: \_\_\_\_\_

If hired, when can you start? \_\_\_\_\_

Do you have reliable means of transportation? Yes No

Are you 18 years or older? Yes No

Are you a citizen of the United States? Yes No

Social Security #: \_\_\_\_\_

*Kalkaska Public Transit Authority is an equal opportunity employer and does not discriminate on the basis of religion, race, color, national origin, age, sex, pregnancy, height, weight, marital status or disability in compliance with state and federal law.*

Drivers License # \_\_\_\_\_

Do you currently hold a Commercial Drivers License?      Yes              No

Class \_\_\_\_\_ Endorsements \_\_\_\_\_ Restrictions \_\_\_\_\_

Have you ever pled guilty or been convicted of a crime or misdemeanor including any traffic violations or accidents?              Yes              No

If yes, explain incident, violation or accident including the date:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are there any felony charges pending against you now?      Yes              No

If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

### REFERENCES

(List 3 persons not related to you blood or marriage who can comment on your education/work)

**Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Occupation \_\_\_\_\_

**Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Occupation \_\_\_\_\_

**Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Occupation \_\_\_\_\_

## WORK EXPERIENCE

(List previous employers, beginning with your most recent employment)

**Name of Company** \_\_\_\_\_  
Address \_\_\_\_\_  
Dates Employed \_\_\_\_\_ to \_\_\_\_\_ Final Pay \_\_\_\_\_  
List Your Duties \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

**Name of Company** \_\_\_\_\_  
Address \_\_\_\_\_  
Dates Employed \_\_\_\_\_ to \_\_\_\_\_ Final Pay \_\_\_\_\_  
List Your Duties \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

**Name of Company** \_\_\_\_\_  
Address \_\_\_\_\_  
Dates Employed \_\_\_\_\_ to \_\_\_\_\_ Final Pay \_\_\_\_\_  
List Your Duties \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

## EDUCATION

**Name and address of High School** \_\_\_\_\_

Did you graduate? Yes (year graduated) \_\_\_\_\_ No (highest grade completed) \_\_\_\_\_

**Name and address of College attended** \_\_\_\_\_

Degree or Certificate earned? Yes No

**Other: Military, Skilled Trade or Business**

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **NOTIFICATION TO APPLICANT PLEASE READ CAREFULLY**

### **Equal Employment Opportunity**

Kalkaska Public Transit Authority is an equal opportunity employer and does not discriminate on the basis of religion, race, color, national origin, age, sex, pregnancy, height, weight, marital status or disability in compliance with state and federal law.

### **Right to Request Reasonable Accommodation**

The Michigan Persons With Disabilities Civil Rights Act requires that you notify the Kalkaska Public Transit Authority, in writing, within 182 days after the date you know or reasonably should have known that an accommodation for a disability will be needed to permit you to perform the duties of the position for which you are applying to pursue a claim alleging a violation of law for failure to make a reasonable accommodation. Written notification of need for reasonable accommodation in the application and interview process and/or any questions or concerns regarding this notice should be directed to the Executive Director of the Kalkaska Public Transit Authority at 1251 Island Lake Rd, Kalkaska, Michigan 49646.

### **Authorization to Work in the U.S.**

Before any applicant offered employment can begin work, the person will be required and must be able to verify and document that he or she is authorized to work in the United States according to the requirements of federal law. Any offer of employment made to an applicant is conditional upon the applicant's completion of this process.

### **Driving and Criminal Records Check**

An applicant to be offered employment is required to submit to a driving and criminal records check by state and federal law enforcement agencies, which may require that person to be fingerprinted. Any offer of employment is conditional upon the applicant's completion of a driving and criminal records check and a review of the results.

### **Employment Misconduct Check**

As required by law, an applicant to be offered employment shall be required to execute an authorization and release for previous employers to provide the Kalkaska Public Transportation Authority with any information about acts of misconduct by him or her during his or her previous employment with a prior employer. Any offer of employment is conditional upon the applicant's completion of the employment misconduct check procedures and review of the results.

### **Pre-employment Medical Examination**

An applicant to be offered employment as a Bus Driver shall be required to submit to a pre-employment medical examination to determine his or her ability to perform the essential functions of the position of employment for which he or she is being considered. Any offer of employment is conditional upon the completion of and satisfactory results from the pre-employment medical examination.

**Truthful Application**

The information provided by an applicant on this application or through any written or verbal communication made by the applicant during the applicant and/or review process must be completely truthful and provided without any concealment, misrepresentation, falsehood, evasion or dishonesty of any kind. Any offer of employment is conditional upon the applicant being completely truthful in the information provided in the application and/or interview process and the continued employment of a person with the Kalkaska Public Transit Authority may be terminated if any information provided by the applicant during the application and/or interview process is later found to be false, untruthful or otherwise constitute concealment, misrepresentation, evasion or dishonesty of any kind.

**APPLICANT'S ACKNOWLEDGEMENT AND CONSENT**

I, the undersigned applicant acknowledge that I have carefully read all of the notices listed on the preceding pages, and understand that consideration of my application for employment and any offer of employment made to me by the Kalkaska Public Transit Authority shall be subject to the conditions specified therein. I acknowledge and understand that I must cooperate fully and completely in providing all materials, information and documentation necessary to complete the application, interview and pre-employment procedures to be considered for employment. Furthermore, I hereby expressly consent to and authorize the Kalkaska Public Transportation Authority to conduct a pre-employment investigation with respect to my application for employment and the information I have provided during the application and/or interview process related to my application for employment. I hereby expressly consent to and authorize the Kalkaska Public Transit Authority to contact and communicate with any persons, employers, associations, businesses, schools, institutions, organizations, agencies, courts or governmental entities to confirm and/or obtain information about me related to consideration for employment and hereby release the Kalkaska Public Transit Authority including its employees and/or agent, and those contacted from any liability for seeking, obtaining and/or providing information about me related to consideration of me for employment by the Kalkaska Public Transit Authority. I hereby authorize any and all of my current or former employers to disclose and to make available to the Kalkaska Public Transit Authority copies of all documents in my personnel record maintained while an employee with them, including information about any acts of misconduct by me. I hereby release any and all of my current or former employers and employees acting on their behalf, from any liability for providing information related to my performance, including information about any acts of misconduct by me, and waive any written notice required under Section 6 of the Bullard-Plawecki Employee Right to Know Act, MCL 423.506, with respect to any such disclosure of information by them.

Applicants Signature \_\_\_\_\_

Applicants Printed Name \_\_\_\_\_

Date \_\_\_\_\_