



Pueblo Transit
350 S. Grand Ave.
Pueblo, CO 81003
(719) 553-2725
FAX: (719) 553-2724

PUEBLO TRANSIT APPLICATION FOR EMPLOYMENT

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

POSITION APPLIED FOR

DATE

Last Name _____ First Name _____ Middle Initial _____

Address _____

City _____ State _____ Zip Code _____

Telephone Number _____ Social Security Number _____

Date available for work: _____ What is your desired salary range? _____

Are you currently employed? _____ May we contact your employer? _____

Are you available to work: _____ Full-Time
_____ Part-Time (Please indicate: Mornings Afternoon Evenings)
_____ Temporary (Please indicate dates available) _____

Are you currently on "lay-off" status and subject to recall? _____

Can you travel if a job requires it? _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes _____ No _____

Proof of citizenship or immigration status will be required upon employment.

Important Information and Instructions

- A separate application must be submitted for each announced opening for which you are applying.
- All applications must be filled out completely.
- All applications must be signed to certify that all statements are true and complete and to authorize an investigation.
- A resume may accompany the application, but will not be accepted in lieu of the application.
- Any offer of employment may be contingent upon job-related factors including, but not limited to, testing of job related skills, successful completion of a physical examination, verification of your former employment and references, a background investigation, including any criminal record, and appropriate drug and alcohol testing.
- If you are hired for any position, federal law requires that you provide proof of your eligibility to work in the United States within 72 hours of your hire date. Failure to prove such eligibility will void the offer of employment.
- This is not an employment contract.

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities, or other protected status.

1.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			
2.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			
3.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			
4.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

Specialized Skills		(Check Skills/Equipment Operated)	
_____ Terminal	_____ Spreadsheet	Production/ Mobile Machinery (list)	Other (list)
_____ PC/Mac	_____ Word Processing	_____	_____
_____ Typewriter	_____ Shorthand	_____	_____
WPM _____	WPM _____	_____	_____
		_____	_____

Education

	Name and Address of School	Course of Study	No. of Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills, and extra-curricular activities.

Have you ever been convicted of an offense against the law other than minor traffic violations, or offenses adjudicated in juvenile court or a military court martial? YES _____ NO _____

If yes, give dates and detail: _____

DRIVING RECORD:

Do you have a Colorado Driver's License? Yes _____ No _____

If yes, give the license number _____ Type _____

Endorsements (if any) _____

Describe your professional driving experience: _____

Describe the types of vehicles you have operated: _____

What driver training courses have you taken? _____

ACCIDENT/TRAFFIC VIOLATION RECORD:

Date	Describe accident or violation	Were you at fault?
_____	_____	_____
_____	_____	_____

References

1.	_____ (Name) _____ () _____ Phone # _____
	_____ (Address) _____
2.	_____ (Name) _____ () _____ Phone # _____
	_____ (Address) _____
3.	_____ (Name) _____ () _____ Phone # _____
	_____ (Address) _____

Applicant's Statement

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. 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 Employee at any time with or 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 understand, also, that I am required to abide by all rules and regulations of the employer.

_____ Signature of Applicant _____ Date _____

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview: Yes _____ No _____

Remarks _____

_____ Interviewer _____ Date _____

Employed: Yes _____ No _____ Date of Employment _____

Job Title _____ Hourly Rate/Salary _____ Department _____

By _____
NAME AND TITLE DATE