



SAGINAW TRANSIT AUTHORITY REGIONAL SERVICES

APPLICATION FOR EMPLOYMENT

We appreciate your interest in working at Saginaw Transit Authority Regional Services (STARS)! We are an equal opportunity employer and do not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability, handicap, veteran status, or any other protected class. This application was designed for use by persons applying for various types of positions – Bus Operators, Professional, Technical, Clerical, Administrative, etc. **Please answer ALL questions that apply. PLEASE PRINT.**

Date _____ Position Applied For: _____

Name _____ E-mail address _____
Last First Middle

Address _____
Street Apartment Number

City State Zip

Telephone Number (____) _____ Cell Phone Number (____) _____

Are you legally authorized to work in the United States? Yes No (If offered employment, you will be required to provide documentation to verify eligibility)

Are you 18 years old or older? Yes No - If no, and offered employment can you furnish a work permit? Yes No

Have you worked for STARS before? Yes No
If yes, give dates & position(s) held _____

Have you ever pled guilty or “no contest” to, or been convicted of a serious misdemeanor or felony? Yes No (Answering “yes” to this question does not constitute an automatic bar to employment, other factors will be taken into account.)
If yes, please give date(s) and details: _____

Can you perform the essential functions of the job, with or without accommodation, for which you are applying? Yes No

DRIVER’S LICENSE INFORMATION

Do you currently hold a valid driver license? Yes No If no, please explain: _____

State of License: _____ Driver License #: _____ Expiration Date: _____

Do you have a current CDL? Yes No Expiration Date: _____

Has your driver license, permit, or driving privilege ever been denied, suspended, or revoked? Yes No
If yes, please explain: _____

Have you ever been issued a probationary license, occupational license, or other restricted license? Yes No

Have you ever been convicted for driving under the influence of alcohol, narcotic drugs, amphetamines, or derivatives thereof, and/or during the last three (3) years forfeited bond for any traffic violation, other than parking (applicants need not disclose expunged and sealed convictions)? Yes No, If yes, explain: _____



AVAILABILITY

On what date would you be available to start work? _____

Are you available for work: Full-Time Part-Time Shift Work Temporary

How many hours can you work weekly? _____ Are you available to work nights? Yes No

Are you able to work weekends? Yes No Do you have access to transportation? Yes No

EDUCATION AND TRAINING

Type of School	Name of School	Address of School	Did You Graduate	Type of Degree	Number of Years Attended
High School					
College					
Graduate School					
Technical/ Trade School					
Other					

List awards, scholarships, honors received (includes publications, inventions, technical awards, etc.) _____

List professional certifications, licenses, or designations, and dates received _____



EMPLOYMENT HISTORY

This portion of the application must be completed even if a resume is submitted. Starting with the most recent employer, list full-time and part-time jobs, summer or volunteer work during the last 10 years. **Include periods of military service**, self-employment, and unemployment. Please leave no unexplained gaps. Attach separate sheets if necessary.

1	Present or Past Employer	Telephone # ()
	Address	Employed (Month and Year) From: _____ to _____
	Supervisor's Name and Title	Wages Start: _____ Last: _____
	State Job Title and Describe Your Work Below	Reason for Leaving
	May we Contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
2	Previous Employer	Telephone # ()
	Address	Employed (Month and Year) From: _____ to _____
	Supervisor's Name and Title	Wages Start: _____ Last: _____
	State Job Title and Describe Your Work Below	Reason for Leaving
	May we Contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	



EMPLOYMENT HISTORY, CONTINUED

This portion of the application must be completed even if a resume is submitted. Starting with the most recent employer, list full-time and part-time jobs, summer or volunteer work during the last 10 years. **Include periods of military service**, self-employment, and unemployment. Please leave no unexplained gaps. Attach separate sheets if necessary.

3	Previous Employer	Telephone # () _____
	Address	Employed (Month and Year) From: _____ to _____
	Supervisor's Name and Title	Wages Start: _____ Last: _____
	State Job Title and Describe Your Work Below	Reason for Leaving
	May we Contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

REFERENCES

Please list at least three (3) references, not related to you, whom you have known for at least one (1) year.

Name	Company	Address (Street, City, State)	Phone Number	Relationship



Applicants Certification and Agreement *(Please read the following carefully and sign below)*

I hereby declare that the information provided by me in this Application for Employment (and in any accompanying resume) is true, correct, and complete to the best of my knowledge. I authorize Saginaw Transit Authority Regional Services (STARS), and/or its designee/agents, to investigate my past and present employment, education, and activities and verify all data provided to me on this application, on related papers and in interviews. I authorize and give my consent for STARS (and/or its designee/agents) to conduct reference and background checks for employment purposes. I authorize all individuals, schools, and/or firms named herein to provide any information requested about me. I release from all liability any persons, company, corporations, or educational institutions supplying such information. I release STARS (or its designee/agents) from any and all liability resulting from the verification of such information

I understand that my application does not guarantee any type of employment, however, should an employment offer be extended to me and accepted, I will fully adhere to the policies, rules, and regulations of employment of STARS. I understand that, if I am hired, my employment can be terminated, with or without cause and with or without notice at any time, at the option of STARS or me. I also understand that no representative of the company has the authority to enter into any oral agreement for employment for a specified period of time or to make an oral agreement contrary to the foregoing.

Subject to the terms of any collective bargaining agreement applicable to me, I agree not to commence any action or suit relating to my employment with the Employer more than 180 days after the occurrence of the facts given rise to the claim, or more than 180 days of the date of my termination of such employment, whichever is earlier, and to waive any statute of limitations to the contrary.

If I am employed, I understand that additional personal data will be required for determination of benefit eligibility and for statistical purposes.

I understand that if I am offered employment at STARS, I will be required to provide evidence of my identity and authorization to work in the United States. I understand that the company may require a physical examination, reference checks, background checks, and/or drug and alcohol screening as condition of employment. My signature below constitutes my understanding of the above.

Signature of Applicant: _____ Date: _____