

EMPLOYMENT APPLICATION



1825 Third Street • P.O. Box 59968
Riverside, CA 92517-1968 • (951) 565-5000

PLEASE READ CAREFULLY

I. STATEMENT OF POLICY AND PROGRAM OF AFFIRMATIVE ACTION

A. Policy Statement

The Purpose of this program is to insure the promotion of equal opportunity for all persons employed or seeking employment, without regard to race, color, age (over 40), sex, religion, national origin, physical handicap, medical condition (cancer related), marital status, or ancestry. This program is action oriented and will be re-evaluated and revised when necessary. Commitment to a realistic Affirmative Action Program has at its foundation the designation of a responsible, qualified, and sincere Affirmative Action/Equal Opportunity Officer who is dedicated to the philosophy and policy of this program.

It shall be the policy of the Riverside Transit Agency, hereafter referred to as Agency to hire the best qualified people to perform the various tasks necessary in providing an attractive and efficient transportation system at reasonable costs. An integral part of this policy is to provide equal opportunity to all applicants for employment and to administer all personnel practices such as recruitment, hiring, training, promotions, and other terms, conditions, and privileges of employment in a manner which does not discriminate on the basis of race, color, age (over 40), religion, sex, national origin, physical handicap, medical condition (cancer related), marital status or ancestry.

It is policy of the Agency that:

1. No practice, activity, policy, or decision which discriminates against an individual or group on the basis of race, color, age (over 40), sex, religion, national origin, physical handicap, medical condition (cancer related), marital status, or ancestry shall be allowed to stand.
2. The agency is committed to and will afford equal employment to all applicants and employees without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition (cancer related), marital status, age (over 40), and sex.
3. Affirmative action will be taken to identify the areas where minorities and women are underutilized and a vigorous effort will be made to correct employment imbalances. All decisions in regard to recruitment, hiring, promotion, training, compensation, and terminations will be made in a manner in which they will further the principles of equal employment opportunity and the achievement of the established affirmative action goals.
4. These policies shall be applied to all aspects of recruiting, hiring, training, compensation, upgrading, promotion, retention, transfer, and working conditions of employees not covered by the agreement with Amalgamated Transit Union. These policies shall be applied to employees, who are members of Amalgamated Transit Union, insofar as they are not superseded by provisions of the prevailing collective bargaining agreement between the Agency and Amalgamated Transit Union, which are equally enforced by Federal, State, and local public policy.
5. Goals will be established in all categories of employment to achieve a minority employment balance that reflects the availability of minorities in the labor market. Supervisory and management personnel will be evaluated on their compliance with this program and their ability to achieve established goals. The purpose of the Agency's commitment to such goals as minority employment balance is to meet its affirmative action obligations under the Equal Opportunity clause of its grant contract with the Urban Mass Transportation Administration. This commitment is not intended and shall not be used to discriminate against any qualified applicant or employee.
6. Race, color, physical handicap, medical conditions (cancer related), marital status, national origin, age (over 40), religion, ancestry, or sex, shall not be criteria on how transit services are provided to the public. Service shall be provided in a nondiscriminatory manner.
7. Management will evaluate and monitor the Equal Opportunity Program and adhere to the administration of the policy and the program.
8. Successful implementation of the Agency's EEO Program will provide a positive benefit to the Agency through fuller utilization and development of previously underutilized human resources. Riverside Transit Agency

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INFORMATION FOR APPLICANTS

General

According to the Immigration Reform and Control Act of 1986, it is unlawful to knowingly hire or recruit "unauthorized aliens". RTA must comply with this law by following the verification guidelines established by the act. Therefore, all prospective new hires will be asked to provide proof of their authorization to work in the United States and to submit an acceptable document that establishes their identity.

How To Apply

The Riverside Transit Agency will accept applications for open positions Monday through Friday 8:00 a.m. to 5:00 p.m. All openings are posted in the reception area in the Administrative Offices located at the address below.

If you wish to be considered for any current vacancy, you must submit a completed application to the Agency. In some cases RTA will mail applications but cannot make allowances for the U.S. mail delays. It is your responsibility to make sure that your application arrives on time. A resume may be attached, but the application form must be filled out completely.

For certain positions, an original of your DMV H6 Printout is required and must be submitted with the application. Applications with out-of-state driver's license must provide a copy of the recent motor vehicle record from their respective State Department of Motor Vehicles.

Instructions

- A. A separate application is required for each position.
- B. Please print with ink or use typewriter.
- C. You must answer all questions completely and accurately (be thorough, since your answers determine whether you will be considered for the position).
- D. Notify the Agency promptly of any change of address or phone number.
- E. Any false statements will be cause for rejection of the application, removal from the eligibility list or dismissal from the position.
- F. Your completed application, together with all the supplementary materials specified in the job announcement, must be received by the Human Resources Department no later than 5:00 p.m. on the closing date indicated. We cannot process incomplete or unsigned applications, nor can we be liable for materials lost in the U.S. mail.
- G. Any reference on this application to materials submitted with other applications cannot be considered.
- H. Your failure to provide complete information could delay or even disqualify you from consideration.
- I. Applicants contacted for an interview may be required to submit three (3) personal reference letters at the time of interview.

**RIVERSIDE TRANSIT AGENCY
1825 THIRD STREET
RIVERSIDE, CA 92507**

Have you ever had a job that involved driving? Yes No

If yes, what type of vehicles?

Do you have a valid California drivers license? Yes No

License Number: _____

Expiration Date: _____

Class A

Class B

Class C

List endorsements, if any:

Has your drivers license ever been revoked or suspended? Yes No

If yes, please explain:

How many moving violations have you received in the last four (4) years?

How many traffic accidents have you been involved in during the last five (5) years?

Are there any restrictions on your drivers license? Yes No

If yes, please explain:

Have you ever been convicted of an offense other than a minor traffic violation? Yes No

If yes, please explain below. (Do not include convictions while a minor and/or convictions sealed by Court order.)

Convictions are not necessarily disqualifying.

RTA requires prospective new hires to be tested for the use of drugs and/or alcohol and to complete a pre-employment medical examination. Would you consent to this examination and drug screening at RTA's expense?

Yes No

EDUCATION AND TRAINING

When claiming College, Business or Vocational School credit for meeting minimum qualifications, you may be required to submit a copy of your degree or a legible photocopy of your current transcript with this application. Failure to do so may delay processing or disqualify your application.

High School Graduate or GED? Yes No

Name of Colleges & Universities Attended	Address (City & State)	Major or Courses Taken	Degree/Units

Name of Business/Trade School(s)	Address (City & State)	Subject	Degree/Units

Other Training, Licenses or Certificates			

Please indicate your skills and equipment knowledge:

AUTOMOTIVE, BUS OR TRUCK SKILLS

- Brake Reline
- Engine Tune-up
- Tire Changes, Lubes, Oil Changes
- Engine Repair & Overhaul (Gas)
- Engine Repair & Overhaul (Diesel)
- Electrical Systems

CLERICAL SKILLS

- Typing (_____wpm)
- Shorthand (_____wpm)
- Dictaphone
- Adding Machine (_____by touch) (_____by sight)
- Software (state type(s)): _____

- Hardware (state type(s)): _____

Other skills and equipment knowledge (please describe):

EMPLOYMENT HISTORY

This section must be fully completed, even if you have attached a resume. Account for all employment, beginning with your current or most recent employer and list in reverse chronological order. If additional space is needed, please request an additional copy of this page. Explain any periods of unemployment. If no experience, indicate reason. There should be no period of time longer than one (1) month that is unexplained.

In order to verify employment experience, may we contact your past and current employers? Yes No

Name of Company	Phone	Mo/Yr Hired	Mo/Yr Left	Starting Salary	Ending Salary
Street Address	Title of your starting position		Title of your last position		
City	State	Zip	Description of duties of your last position		
Your name while there					
Name of Supervisor	Supervisor's Phone				
Reason for leaving					

Name of Company	Phone	Mo/Yr Hired	Mo/Yr Left	Starting Salary	Ending Salary
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City	State	Zip	Description of duties of your last position		
Your name while there					
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Street Address	Title of your starting position		Title of your last position		
City	State	Zip	Description of duties of your last position		
Your name while there					
Name of Supervisor	Supervisor's Phone				
Reason for leaving					

EMPLOYMENT HISTORY (continued)

IF YOU HAVE HAD MORE THAN FOUR (4) EMPLOYERS, PLEASE USE THIS ADDITIONAL PAGE.

Name of Company	Phone	Mo/Yr Hired	Mo/Yr Left	Starting Salary	Ending Salary
Street Address	Title of your starting position		Title of your last position		
City	State	Zip	Description of duties of your last position		
Your name while there					
Name of Supervisor	Supervisor's Phone				
Reason for leaving					

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City	State	Zip	Description of duties of your last position		
Your name while there					
Name of Supervisor	Supervisor's Phone				
Reason for leaving					

EMPLOYMENT HISTORY (continued)

If any periods of time are not covered by the information on the previous pages, please provide dates and details.

Have you ever been involuntarily terminated (fired)? Yes No If yes, please provide employers name(s) and details:

PLEASE READ CAREFULLY BEFORE SIGNING

I hereby certify that the information contained in this application form and accompanying attachments, if any, is true and correct to the best of my knowledge and agree to have any of the statements checked by the RTA unless I have indicated to the contrary. I authorize the references listed above, as well as all other individuals whom the RTA contacts, to provide the Agency any and all information concerning my previous employment and any other pertinent information that they may have. Further, I release all parties and persons from any and all liability for any damages that may result from furnishing such information to the RTA as well as from the use or disclosure of such information by the Agency or any of its agents, employees, or representatives. I understand that any misrepresentation, falsification, or material omission of information on this application may result in my failure to receive an offer or, if I am hired, my dismissal from employment. I also understand that any offer of employment shall be subject to successful completion of a physical examination and drug test.

In consideration of my employment, I agree to conform to the rules and standards of the RTA, as amended by the Agency from time to time at its discretion. I further agree that my employment and compensation can be terminated at will, with or without cause, and with or without notice, at any time, either at my option or at the option of the Agency. I understand that no employee or representative of the RTA, other than the Chief Executive Officer, has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. Further, the Chief Executive Officer of the RTA may not alter the at-will nature of the employment relationship unless he/she does so specifically and in writing that he/she dates and signs.

Signature of Applicant

Date

EEOC FORM



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PLEASE READ CAREFULLY

To assist the Riverside Transit Agency in complying with Federal EEOC Laws, we are requesting that all applicants provide the following information. Completion of this section is completely voluntary. This section will be detached from your application and will in no way affect your application for employment.

PLEASE PRINT IN INK OR TYPE

GENERAL INFORMATION	
Position Applied For:	
Date Of Application:	
A) Ethnic Origin Please mark the ethnic group with which you most closely identify yourself. (Only mark one ethnic group)	
<input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian/Pacific Islander	
B) Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
C) Age	<input type="checkbox"/> Under 40 <input type="checkbox"/> 40+
D) Disabled	<input type="checkbox"/> Yes <input type="checkbox"/> No

REFERRAL FORM



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HOW DID YOU HEAR ABOUT THE RIVERSIDE TRANSIT AGENCY?

PLEASE PRINT IN INK OR TYPE

GENERAL INFORMATION

Position Applied For:

Date Of Application:

How did you hear about this job?

Made application on my own

Answered advertisement – Source (make selection below):

The Press Enterprise

The San Bernardino Sun

Los Angeles Times

Orange County Register

Other, please specify: _____

Answered internet advertisement – Source (make selection below):

Riverside Transit Agency website

Monster.com

Other, please specify: _____

Answered Riverside Transit Agency job line advertisement

Referred by RTA employee. If yes, employee's name: _____

State Employment Agency

Referred by RTA employee. If yes, employee's name: _____

Community Agency – Name: _____

Employment Agency – Name: _____

School/College – Name: _____

Job Fair – Name: _____

Other: _____