



Erie Metropolitan Transit Authority

127 EAST FOURTEENTH STREET
ERIE, PENNSYLVANIA 16503

Application for Employment

Instruction: Complete all necessary information. You may be asked to provide additional information or another form. This application will be kept on file. It is to your advantage to periodically check to keep it current and active. Be sure to sign and date the application.

Please print.

Name _____

Social Security # _____ Phone (____) _____
(required)

Address _____

City/State/Zip _____

Position applied for _____ Shift preferred _____

Special training or skills: (languages, machine operation, etc.) that would be of benefit in the job for which you are applying:

Would you accept full-time work? Yes _____ No _____

Would you accept part-time work? Yes _____ No _____

On what date would you be available for work? _____

Have you ever been employed here before?
No _____ Yes _____ Dates _____

Do you have a legal right to be employed in the U.S.?
Yes _____ No _____ (If yes, proof is required)

Are you of legal age to work? Yes _____ No _____

1. Have you been convicted of a felony or misdemeanor in the last 7 years? (Conviction will not necessarily disqualify an applicant from employment) No _____ Yes _____

If yes, please explain _____

2. Do you possess a Pennsylvania Operators license? Yes _____ No _____

Type _____ License # _____

3.

	Name & Address of School	Course	Years Attended*	Did you graduate?
High School				
College				
Other				

*The Age Discrimination in Employment Act of 1967 prohibits discrimination on the bases of age with respect to individuals who are at least 40.

4. Office Applicants: **(ONLY)**

Please indicate which of the following office equipment you can operate.

Typewriter _____ WPM Calculator Dictaphone Shorthand/Speedwriting _____ WPM Computer

Please list all software you are competent in: _____

For Office Use Only

Applicant# _____

Employee# _____

Hire Date _____

Position _____

Rate _____

Class _____

Skill _____

Other _____

Notes _____

Attachments

- _____ Resume
- _____ Applicant Reference Check
- _____ Applicant Interview
- _____ Payroll Change Notice
- _____ Employee DataCard

Employment Experience – 10 Year(s) History

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

Employment Experience – 10 Year(s) History (cont.)

Starting 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.

5.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		From	To	
	Reason for Leaving			
6.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		From	To	
	Reason for Leaving			
7.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		From	To	
	Reason for Leaving			

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and if I am employed, my employment may be terminated at any time.

In consideration of my employment, I agree to conform to the company's rules and regulations and I agree that my employment and compensation can be terminated, with or without cause and with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms and condition of my employment may be changed, with or without cause and with or without notice, at any time by the Company. I understand that no company representative other than it's Executive Director, and then only when in writing and signed by the Executive Director, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

Applicant's Signature: _____