



manchester transit

# Manchester Transit Authority

## Human Resources Management & Planning

110 Elm Street, Manchester, N.H. 03101

### EMPLOYMENT APPLICATION

**MUST BRING A COPY OF YOUR RECENT MOTOR VEHICLE DRIVING RECORD WITHIN LAST 3 MONTHS**

We ask for specific personal information which will assist us in evaluating your qualifications. This application must be completed in order to be considered for employment with the Manchester Transit Authority (MTA). However, you may include a resume.

The Manchester Transit Authority (MTA) is an Equal Opportunity employer. We will affirmatively recruit and hire applicants on the basis of their abilities, achievements and experience without regard to race, color, religion, national origin, sex, age, disability, or any other factor to individual merit or qualification. Applicants will not be discriminated against on the basis of any of these factors, unless an applicable bonafide occupational qualification for the position exists, or where the applicants disabling condition cannot be reasonably accommodated to the position in question.

Position Desired: Full-time      Part-time

1. Name
2. Address  
City State Zip
3. Phone: Home Office Cell
4. Date of birth

### EDUCATION RECORD

5. Schools Attended: *Please list all education and training.*

LEVEL	CITY NAME OF SCHOOL	Dates Attended				DID YOU GRADUATE	DEGREE OR CERTIFICATE	MAJOR OR FIELD
		From		To				
		Month	Year	Month	Year			
HIGH SCHOOL						Yes		
						No		
						Yes		
						No		
COLLEGE OR UNIVERSITY						Yes		
						No		
						Yes		
						No		
VOCATIONAL TRADE SCHOOL OR OTHER (SPECIFY)						Yes		
						No		
						Yes		
						No		

Special Qualifications (include active technical, professional licenses, academic or professional awards):

Foreign languages spoken or read:

## EMPLOYMENT APPLICATION

In the space provided below, please give your employment history beginning with your present or most recent employer and list all positions held. Include military, part-time, summer and any periods of unemployment. If more space is required, please attach an additional sheet utilizing the same format.

6. Current or Last Employer

Address

Telephone Number

From

To

Beginning Salary

Present Salary

Name & Title of Supervisor

May we contact?

Yes

No

Reason(s) you left or would like to leave

Briefly describe the nature and duties of your position:

7. Previous Employer

Address

Telephone Number

From

To

Beginning Salary

Present Salary

Name & Title of Supervisor

May we contact?

Yes

No

Reason(s) you left or would like to leave

Briefly describe the nature and duties of your position:

8. Previous Employer

Address

Telephone Number

From

To

Beginning Salary

Present Salary

Name & Title of Supervisor

May we contact?

Yes

No

Reason(s) you left or would like to leave

Briefly describe the nature and duties of your position:

9. Previous Employer

Address

Telephone Number

From

To

Beginning Salary

Present Salary

Name & Title of Supervisor

May we contact?

Yes

No

Reason(s) you left or would like to leave

Briefly describe the nature and duties of your position:

## MILITARY EXPERIENCE

10. Have you served in the U.S. Armed Forces? Yes      No      From      To  
 Final Rank      Type of Work

## PERSONAL REFERENCES

11. Please list three business references (or personal if you have no business references).

Name      Home Address      Occupation      Phone

12. Have you ever been discharged (fired) or requested to resign from a former position? Yes      No  
 (If yes please explain)

13. Have you ever been an applicant or employee of the Manchester Transit Authority or the former area bus companies? Yes      No  
 (If yes, please explain the following)

Application date:      Position:      Company:  
 Dates of employment:      Position:      Company:

14. Do you have any relatives that currently work for the Manchester Transit Authority? Yes      No  
 Employee Name      Relationship

15. Please indicate the source from which you learned of this position.

## DRIVING HISTORY

16. Have you ever been convicted for any offense other than a traffic violation? Yes      No      If yes, please explain in item no. 27 (a conviction does not disqualify you from employment. The nature and the circumstances of the offense are considered in evaluating your application.

17. Do you have a commercial driver's license? Yes      No

18. Drivers License Number      19. State in which issued

20. Expiration Date: MO      DAY      YR      21. When did you receive your first Driver's License: MO      DAY      YR

22. Has your drivers ever been suspended or revoked? Yes      No  
 For how long?      For what reason?

23. Have you been charged with vehicle accidents in the past 5 years? Yes      No  
 If yes, enter the accident information below beginning with the most recent and working back:

Type of Accident	Date	Place-City, State	Claims or Lawsuits Pending
			Mine:      Other Party:
			Mine:      Other Party:
			Mine:      Other Party:

24. How many traffic convictions have you had in the past 12 months?      Past 5 years?

## UNEMPLOYMENT RECORD

25. Explain periods of time not covered by school attendance or employment.

From                      To

From                      To

## ADDITIONAL INFORMATION

26. Include any additional information below that would pertain to this position.

(If more space is required, please attach additional sheets of paper utilizing the same format.)

## GENERAL INFORMATION

I understand that applicants appointed to positions with the Manchester Transit Authority (MTA) must meet the requirements of the position. These requirements include successful completion of oral, written, and/or medical examinations, and may include testing for the presence of illegal drugs or use of other drugs, a confidential background investigation that may include submission of documents required by the Authority. I understand that where an applicant is being considered for a position that requires a periodic medical examination, such individual will agree to undergo such periodic examination and that failure to be certified for continued performance may result in termination. The Manchester Transit Authority (MTA) restricts smoking. A newly appointed employee is required to complete a probationary period during which time employee may be separated without appeal. There is a probationary period for all applicants who are hired.

I, the undersigned, certify that I have read, personally completed, and fully understand this form in its entirety and that the information I have provided is true and complete to the best of my knowledge. I understand that should any statement I have made prove false, misleading or erroneous, my application may be rejected, or if employed, may be the basis for terminating my employment from the Manchester Transit Authority (MTA). In submitting this application, I understand that it becomes the property of The Manchester Transit Authority (MTA) and will not be returned.

By signing this application, I authorize the Manchester Transit Authority (MTA) to conduct a background investigation and a check of my prior employers and other references. Any information obtained as a result of a background investigation or reference check will be treated confidentially and becomes the exclusive property of the Manchester Transit Authority. I understand I will be notified if additional actions are required.

SIGNATURE OF APPLICANT

DATE

Print this application for  
your own records or mail  
directly to the MTA