Employment Application

3400 Victoria Boulevard, Hampton, VA 23661
1500 Monticello Avenue, Norfolk, VA 23510
Phone: (757) 222-6000 Fax: (757) 788-8429 or 757-222-6171
Job Information Line: (757) 222-6003
Email: organizationaldevelopment@hrtransit.org
Web address: gohrt.com

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or disability, or any other legally protected status. WE ARE AN EQUAL OPPORTUNITY EMPLOYER.

READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING

- Answer all questions. Incomplete or illegible applications may be disqualified.
- Falsification or deceptive omissions of requested information will result in application rejection or dismissal from employment.
- Resumes are accepted but do not substitute for an employment application.

(PLEASE PRINT)

Position Applied For									
NAME (First, Middle, Last)									
Address		Apartment #		City		State		Zip	
Home Phone		Mobile Phone		Email Address					

PERSONAL INFORMATION

Have you ever applied for a position with HRT (PENTRAN or TRT)? ☐ YES ☐ NO
If yes, provide dates _____

Have you ever been employed with HRT (PENTRAN or TRT)? ☐ YES ☐ NO
If yes, provide dates and position held _____

Are you currently employed? ☐ YES ☐ NO

May we contact your present employer? ☐ YES ☐ NO

Are you currently on "Lay-Off" status and subject to recall? ☐ YES ☐ NO

Can you travel if a job requires it? ☐ YES ☐ NO

Have you served in the U.S. Armed Forces? ☐ YES ☐ NO

Branch _____ Rank _____ Dates of Service _____ to _____

Have you ever been convicted of a misdemeanor or felony other than a minor traffic violation? (A conviction is not an automatic disqualification to employment. Each case is considered on a individual basis. Failure to disclose or falsify any information shall disqualify an applicant from employment and future employment considerations with HRT.) ☐ YES ☐ NO

If yes, please give details _____

If yes, does it relate to your ability to perform the job for which you are applying? ☐ YES ☐ NO

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? YES ☐ NO

Are you available to work: ☐FULL TIME ☐PART TIME ☐TEMPORARY ☐ SEASONAL

If Part-time, what hours are you available? _____

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

Is there anything that would prevent you from performing in a reasonable and safe manner the activities involved in the position for which you have applied? ☐ YES ☐ NO

If yes, please give details _____

DRIVING HISTORY

Driver's License Class, State and Restrictions _____

Have you ever had your Driver's License revoked or suspended? ☐ YES ☐ NO

If yes, when? From _____ to _____

If yes, please explain. _____

Do you currently have a Commercial Drivers Permit or License, with the following Requirements?

Class B or higher, P endorsement with air brakes. ☐ YES ☐ NO

Have you received any moving violations within the last five (5) years? ☐ YES ☐ NO

If yes, please explain. _____

What driving accidents have you had? (EXPLAIN) _____

EDUCATION

Level	Name and Location of School	Number of Years Attended	Did you Graduate?	Degree Received	Describe Course of Study
High School/GED			☐ Yes ☐ No		
Technical/ Trade School			☐ Yes ☐ No		
Undergraduate College/ University			☐ Yes ☐ No		
Graduate/ Professional			☐ Yes ☐ No		
Describe any honors you have received					
List professional, trade, business or civic activities and offices held. You may exclude memberships, which reveal sex, race, religion, national origin, age, ancestry and disability or other protected status.					

COMPUTER SOFTWARE PROGRAMS, SPECIAL SKILLS AND QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experience.

LICENSES

If a license, certificate, or any other authorization to practice a trade or profession is required, complete the following section.

Type of License	License Number	Expiration Date	Granted By (Licensing Board)

EMPLOYMENT RECORD

Start with your most recent job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, sex, national origin, disability or other protected status. If you need additional space, please continue on separate sheet of paper.

Name of Employer		From Date		To Date	
Address/City/State					
Job Title		Starting Salary		Current/Last Salary	
Job Duties and Responsibilities					
Supervisor's Name/Title		Telephone Number			
Reason for Leaving					

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Address/City/State					
Job Title		Starting Salary		Current/Last Salary	
Job Duties and Responsibilities					
Supervisor's Name/Title		Telephone Number			
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Job Title		Starting Salary		Current/Last Salary	
Job Duties and Responsibilities					
Supervisor's Name/Title		Telephone Number			
Reason for Leaving					

List any periods of unemployment and reason for unemployment

	From	**To**

APPLICATION STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information (given in my application or interviews) may result in discharge.

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 six months. 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 acknowledge that any employment relationships with this Company 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 this "at will" employment relationship may not be changed by any written document or by contract unless such change is specifically acknowledged in writing by an authorized executive of the Company.

I understand, also, that I am required to abide by all rules and regulations of the employer.

_____ _____

Signature of Applicant Date

FOR USE BY ORGANIZATIONAL DEVELOPMENT DEPARTMENT ONLY

Application:

Interview Date _____

☐ Assessment	☐ Background Check	☐ Motor Vehicle Report
☐ Driver's License	☐ Social Security Card	☐ HS Diploma/GED/College
☐ Physical	☐ Drug Screen	☐ Employment Verification

Reviewer's comments:

_____

_____

_____

Reviewer's Initials: _____ Date Reviewed: _____

☐ **Accepted** ☐ **Rejected**

VOLUNTARY APPLICANT AFFIRMATIVE ACTION INFORMATION SHEET

As an Equal Opportunity Employer, we do not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, or any other classification protected by federal, state, or local law. As a federal contractor, we comply with government regulations and affirmative action responsibilities where applicable.

Completion of this data is voluntary and will not affect your opportunity for employment. This information is solely to help us comply with government record keeping, reporting, and other legal requirements and will be kept in a confidential file separate from the Application for Employment. Thank you for your cooperation.

(PLEASE PRINT)

Position Applied For: _____ **Date:** _____

NAME (First, Middle, Last) _____ **Phone** _____

Address _____ **City** _____ **State** _____ **Zip** _____

Referral Source: (Please indicate below how you became aware of this job opportunity)

- ☐ Job Fair _____
- ☐ HRT Website
- ☐ Internet
- ☐ Walk-in
- ☐ HRT Bulletin Board
- ☐ Newspaper Ad _____
- ☐ Employee Referral _____
- ☐ Employment Agency _____
- ☐ Virginia Employment Commission
- ☐ Relative _____
- ☐ Friend _____
- ☐ Other _____

Gender: ☐ Male ☐ Female

Race/Ethnicity:
(Please check one of the descriptions below corresponding to the ethnic group with which you most identify.)

	Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
	White (Not Hispanic or Latino) - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
	Black or African American (Not Hispanic or Latino) - A person having origins in any of the black racial groups of Africa.
	Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
	Asian (Not Hispanic or Latino) - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
	American Indian or Alaska Native (Not Hispanic or Latino) - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
	Two or More Races (Not Hispanic or Latino) - All persons who identify with more than one of the above five races.