

Manistee County Transportation, Inc.
180 Memorial Drive
Manistee, Michigan 49660
231-723-6525

Employment Application

Date: _____

Legal Name: _____
Last First Middle

Address _____
Street City/State Zip Code

Home Phone _____ Cell Phone _____

E-mail _____ SS# _____

Emergency Contact _____

Home Phone _____ Cell Phone _____

Position applying for: _____

If hired, when can you start? _____

Are you 21 years or older? Yes No

Do you currently hold a Commercial Drivers License? Yes No

Class _____ Endorsements _____ Restrictions _____

Drivers License # _____

Have you had any accidents or traffic violations in the past 5 years?
 Yes No

If yes, explain incident including the date and if it was while operating CDL:

Have you ever been convicted of a felony crime or misdemeanor? Yes No

If yes, explain incident including the date:

**REFERENCES -
(Former Employers Only)**

Name _____

Address _____

Phone _____ Occupation _____

Name _____

Address _____

Phone _____ Occupation _____

Name _____

Address _____

Phone _____ Occupation _____

Work Experience

Name of Company _____

Address _____

Dates Employed _____ to _____ Final Pay _____

List Your Duties

Reason for Leaving

Name of Company _____

Address _____

Dates Employed _____ to _____ Final Pay _____

List Your Duties

Reason for Leaving

Name of Company _____

Address _____

Dates Employed _____ to _____ Final Pay _____

List Your Duties

Reason for Leaving

EDUCATION

School

Did you graduate? Yes No

School

Did you graduate? Yes No

School

Did you graduate? Yes No

NOTIFICATION TO APPLICANT – PLEASE READ CAREFULLY

Equal Employment Opportunity

The Manistee County Transportation, Inc. is an equal opportunity employer and does not discriminate on the basis of religion, race, color, national origin, age, sex, pregnancy, height, weight, marital status or disability in compliance with state and federal law.

Right to Request Reasonable Accommodation

The Michigan Persons With Disabilities Civil Rights Act requires that you notify the Manistee County Transportation, Inc., in writing, within 182 days after the date you know or reasonably should have known that an accommodation for a disability will be needed to permit you to perform the duties of the position for which you are applying to pursue a claim alleging a violation of law for failure to make a reasonable accommodation. Written notification of need for reasonable accommodation in the application and interview process and/or any questions or concerns regarding this notice should be directed to the Executive Director of the Manistee County Transportation, Inc. at 180 Memorial Drive, Manistee, MI 49660.

Authorization to Work in the U.S.

Before any applicant offered employment can begin work , the person will be required and must be able to verify and document that he or she is authorized to work in the United States according to the requirements of federal law. Any offer of employment made to an applicant is conditional upon the applicant's completion of this process.

Criminal Records Check

An applicant to be offered employment is required to submit to a criminal records check by state and federal law enforcement agencies, which may require that person to be fingerprinted. Any offer of employment is conditional upon the applicant's completion of the criminal records check procedures and a review of the results.

Employment Misconduct Check

As required by law, an applicant to be offered employment shall be required to execute an authorization and release for previous employers to provide the Manistee County Transportation, Inc. with any information about acts of misconduct by him or her during his or her previous employment with a prior employer. Any offer of employment is conditional upon the applicant's completion of the employment misconduct check procedures and review of the results.

Pre-employment Medical Examination

An applicant to be offered employment as a Bus Driver shall be required to submit to a pre-employment medical examination to determine his or her ability to perform the essential functions of the position of employment for which he or she is being considered. Any offer of employment is conditional upon the completion of and satisfactory results from the pre-employment medical examination.

Truthful Application

The information provided by an applicant on this application or through any written or verbal communication made by the applicant during the applicant and/or review process must be completely truthful and provided without any concealment, misrepresentation, falsehood, evasion or dishonesty of any kind. Any offer of employment is conditional upon the applicant being completely truthful in the information provided in the application and/or interview process and the continued employment of a person with the Manistee County Transportation, Inc. may be terminated if any information provided by the applicant during the application and/or interview process is later found to be false, untruthful or otherwise constitute concealment, misrepresentation, evasion or dishonesty of any kind.

APPLICANT'S ACKNOWLEDGEMENT AND CONSENT

I, the undersigned applicant acknowledge that I have carefully read all of the notices listed on the preceding pages, and understand that consideration of my application for employment and any offer of employment made to me by the Manistee County Transportation, Inc. shall be subject to the conditions specified therein. I acknowledge and understand that I must cooperate fully and completely in providing all materials, information and documentation necessary to complete the application, interview and pre-employment procedures to be considered for employment. Furthermore, I hereby expressly consent to and authorize the Manistee County Transportation, Inc. to conduct a pre-employment investigation with respect to my application for employment and the information I have provided during the application and/or interview process related to my application for employment. I hereby expressly consent to and authorize the Manistee County Transportation, Inc. to contact and communicate with any persons, employers, associations, businesses, schools, institutions, organizations, agencies, courts or governmental entities to confirm and/or obtain information about me related to consideration for employment and hereby release the Manistee County Transportation, Inc. including its employees and/or agent, and those contacted from any liability for seeking, obtaining and/or providing information about me related to consideration of me for employment by the Manistee County Transportation, Inc.. I hereby authorize any and all of my current or former employers to disclose and to make available to the Manistee County Transportation, Inc. copies of all documents in my personnel record maintained while an employee with them, including information about any acts of misconduct by me. I hereby release any and all of my current or former employers and employees acting on their behalf, from any liability for providing information related to my performance, including information about any acts of misconduct by me, and waive any written notice required under Section 6 of the Bullard-Plawecki Employee Right to Know Act, MCL 423.506, with respect to any such disclosure of information by them.

Applicants Signature _____

Applicants Printed Name _____

Date _____