



EMPLOYMENT APPLICATION

As part of our normal procedure for processing applications, inquiries may be made concerning information on an applicant's work, driving, criminal and educational history.

A pre-employment drug screening and physical examination, to include range of motion tests, are conditions of employment. These tests must be successfully completed prior to starting work.

In compliance with applicable laws, this company does not discriminate because of age, gender, race, color, religion, marital status, national origin, handicap, sexual orientation or Vietnam era/disabled veteran status.

INSTRUCTIONS: Please print in black ink. Be sure to answer all questions. If any question does not apply to you, answer with "No" or "Not Applicable (N/A)." Incomplete applications may disqualify you from further consideration.

DATE APPLIED: _____

GENERAL INFORMATION

LAST NAME	FIRST	MIDDLE		
PRESENT ADDRESS	CITY	STATE	ZIP CODE	HOW LONG?
PREVIOUS ADDRESS	CITY	STATE	ZIP CODE	HOW LONG?
TELEPHONE NUMBER AND AREA CODE	DRIVERS LICENSE # _____		CLASS: _____	
HOME ()	WORK ()	EXPIRATION DATE: _____		STATE OF ISSUE: _____
ARE YOU PREVENTED FROM BECOMING LAWFULLY EMPLOYED IN THE U.S. BECAUSE OF YOUR VISA OR IMMIGRATION STATUS? <input type="checkbox"/> YES <input type="checkbox"/> NO				
ARE YOU PHYSICALLY ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB YOU ARE APPLYING FOR? <input type="checkbox"/> YES <input type="checkbox"/> NO				
WHAT ACCOMMODATIONS COULD CITYLINK MAKE WHICH WOULD ENABLE YOU TO PERFORM THE JOB FUNCTIONS PROPERLY AND SAFELY?				
HAVE YOU EVER SERVED IN THE U.S. ARMED FORCES? <input type="checkbox"/> YES <input type="checkbox"/> NO			LENGTH OF MILITARY SERVICE FROM _____ TO _____	
NAME OF PERSON TO BE NOTIFIED IN CASE OF EMERGENCY			TELEPHONE NUMBER AND AREA CODE ()	

POSITION APPLIED FOR:	MINIMUM SALARY REQUIREMENT	
WHO REFERRED YOU TO OUR COMPANY?		
HAVE YOU EVER WORKED FOR THIS COMPANY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO	WHAT POSITION?	WHEN?
HAVE YOU EVER APPLIED WITH THIS COMPANY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO	WHAT POSITION?	WHEN?
DATE YOU WILL BE AVAILABLE IF YOUR APPLICATION FOR EMPLOYMENT IS ACCEPTED		

GOVERNMENT REGULATIONS REQUIRE THAT WE VERIFY YOUR IDENTITY AND EMPLOYMENT AUTHORIZATION WITHIN THREE (3) WORKING DAYS OF YOUR DATE OF HIRE. PLEASE BE PREPARED TO SUBMIT PROPER DOCUMENTATION

AN EQUAL OPPORTUNITY EMPLOYER

WORK HISTORY

All employment should be covered below including jobs held while in school or in the military. Record your present or last position first and list back in chronological order.

NAME AND ADDRESS OF EMPLOYER	DATES EMPLOYED <small>From To Month/Yr Month/Yr</small>	POSITION HELD	Briefly explain your duties, responsibilities, and number of people supervised in each position held.	Why did you leave?	Name, Title, Phone Number of Supervisor

EDUCATION

	Name and Location of School or College	Circle Highest Grade Completed	Grade Average	Did You Graduate ?	If you graduated, what was your degree and major?
High School and/ or GED		9 10 11 12		<input type="checkbox"/> YES <input type="checkbox"/> NO	Major Study _____
College		1 2 3 4		<input type="checkbox"/> YES <input type="checkbox"/> NO	Major Study _____
Graduate School		How Long?		<input type="checkbox"/> YES <input type="checkbox"/> NO	Degree Study _____
Trade Business or Correspond		How Long?		<input type="checkbox"/> YES <input type="checkbox"/> NO	Major _____

List any other training you have had*
Extracurricular activities, offices held*
Academic honors or other special recognition*

SPECIAL SKILLS

SECTION FOR SHOP APPLICANTS ONLY: What mechanical experience have you had in the following?					
	YEARS	MONTHS		YEARS	MONTHS
Engine Tune-Up Diesel			Brakes and Steering		
Engine Tune-Up Gas			Lubrication		
Vehicle Electrical Systems			Vehicle Air Conditioning Repair		
Clutch and Transmission-Repair Trucks			Transmission Rebuilding		
Engine Rebuilding-Diesel			Suspension Rebuilding		
Body Work			Other		

SECTION FOR CLERICAL APPLICANTS ONLY: What specific experience have you had in the following?					
	Length of Time	Type		Length of Time	Type
Accounting			Calculator		
Billing			Adding Mach.		
Claims			Shorthand		Speed wpm
CRT			Typing		Speed wpm
Computer			Excel		
Word Processing			Access		
Other					

ACTIVITIES

Current Membership in Civic, Professional, Social or Other Organizations*
Past Membership in Civic, Profession, Social, or Other Organizations*
Sports, Hobbies, and Other Interests

*Exclude those which indicate race, color, sex, age, national origin, religious preference or marital status.

SUMMARY OF QUALIFICATIONS

This space is provided for you to briefly summarize any additional qualifications you feel are important in considering your application or employment. Include here any schools, certifications or seminars that you have attended that may pertain to the position you are applying for.

APPLICANT'S STATEMENT

I certify that all statements made on this Application for Employment and in any subsequently executed medical questionnaire or any other employment documents are true and correct. I understand that any false information that I give may result in termination of my candidacy or any subsequent employment.

If an employee relationship is established, I understand that such employment is terminable at will, by either myself or CityLink and/or its affiliates (the Company), at any time, for any reason, with or without cause, and with or without notice. I also understand that any period of employment is not for a specific duration. In addition, I understand that no one is authorized to make oral exceptions to this policy, and written exceptions are permitted only when they are signed by the General Manager of CityLink.

I understand that CityLink is committed to establishing and maintaining a workplace free of discrimination. We are fully committed to equal employment opportunity. We will not tolerate unlawful discrimination in the recruitment, hiring, termination, promotion, salary treatment or any other condition of employment or career development. Furthermore, we will not tolerate the use of discriminatory slurs, other remarks, jokes, or conduct, that in the judgment of CityLink, encourage or permit an offensive or hostile work environment.

I understand that the Fair Credit Reporting Act, Public Law 91-508, requires that I be advised that routine inquiry may be made during the Company's initial or subsequent processing which will provide applicable information concerning character and general reputation. I also understand that upon written request, additional information as to the nature and scope of the inquiry, if one is made, will be provided to me. I also understand that I am entitled to a free copy of the written report generated by the inquiry, if one is made.

I authorize the Company and its representatives to inquire of all former employers or others who know me or know of me. It is agreed and understood that the Company and its agents may conduct background evaluations including, but not limited to, criminal history checks from Federal, State or local authorities to ascertain any and all information of concern, whether same is of record or not, and I hereby expressly authorize such inquiries and release all employers and persons named herein from all liability for any damages on account of their furnishing such information.

I authorize the Company and its representatives to inquire of all former employers or others who know me or know of me. It is agreed and understood that the Company and its agents may obtain information including, but not limited to, Department of Transportation (DOT) mandated Pre-employment, refusals to test, alcohol tests of >.04, other violations of the DOT alcohol and drug rules, and return to duty and follow-up testing compliance, as applicable, and I hereby expressly authorize such inquiries and release all employers and persons named herein from all liability for any damages on account of their furnishing such information. I acknowledge that any offer of employment is conditioned upon my taking a drug screen and the Company's receipt of satisfactory results of such a test and, if necessary to determine ability to perform essential duties of the position offered, the results of a physical examination.

I certify that I have read, understand, and agree to the above.

Applicant's Signature: _____ Date: _____

NOTE: THIS APPLICATION WILL BE HELD IN AN OPEN FILE FOR 12 MONTH

APPLICANT'S AUTHORIZATION TO RELEASE INFORMATION

As an applicant for a position with CityLink, I authorize all past employers and educational institutions to release information about my work history and education for use in determining my qualifications for this position.

Information that will be requested:

Past Employers:

Dates of Employment
Positions Held
Responsibilities and duties
performed Reason for Leave
Eligibility for rehire
Drug Test results or refusal to take a drug test
Salary Information

Educational Institutions:

Years of
attendance Degree
obtained
Transcript

Please initial:

_____ All information requested

Signature

Date

Printed name

Social Security #

CRIMINAL BACKGROUND CHECK / MOTOR VEHICLE RECORD / CREDIT CHECK

Subject's Last Name	First Name	Middle Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date of Birth	Sex	Race
<input type="text"/>	<input type="text"/>	<input type="text"/>

Social Security Number	Driver's License Number	DL State
<input type="text"/>	<input type="text"/>	<input type="text"/>

Subject's Maiden Last Name

ALL POSITIONS

I give my authorization for CityLink to do a Criminal Background Check, Motor Vehicle Record and/or Credit Check for employment purposes.

Signature: _____

Printed Name: _____

Date: _____

CANDIDATE AGREEMENT

Please read the following information, initial each statement denoting you understand and agree with the statement, and sign and date the bottom of the form.

- _____ I can pass a Department of Transportation physical and drug screen.
- _____ I will be on Probation for a period of one hundred twenty (120) days, which includes the training period.
- _____ I understand the hours of operation at this facility will require me to work early mornings, nights, week-ends and holidays.
- _____ I am able to bend, stoop, kneel, move up and down stairs, and I am able to lift or carry up to fifty (50) pounds.
- _____ I do not have any moving violations on my Motor Vehicle Record (MVR) in the past three (3) years.
- _____ I have held a driver's license for at least five (5) consecutive years in Illinois or can prove that I have had a license in another state for five (5) consecutive years.
- _____ I understand if I do not possess a valid Commercial Driver License (CDL), I must be able to obtain a CDL by the assigned deadline date.
- _____ I am aware CityLink has a strict attendance policy and I understand what is required of all Trainees/Bus Operators. During training the following attendance irregularities are subject to termination: Two (2) late occurrences or One (1) absence.
- _____ If I'm applying for a Bus Operation position, I understand that after training, I will start out as a part-time Bus Operator and will receive no more than thirty (30) hours weekly.

Have you ever tested positive for a controlled substance abuse test?	_____	_____
	Yes	No
Have you ever had an alcohol test with a Breath Alcohol Concentration Of 0.04% or greater?	_____	_____
	Yes	No
Have you ever failed or refused a DOT test?	_____	_____
	Yes	No

A copy of your Motor Vehicle Record must be submitted with the application. There is a **fee** payable to the Illinois Secretary of State and you can obtain the MVR at the following address: Illinois Secretary of State (Driver's License Facility) 3311 N. Sterling Ave., #12, Peoria, IL 61604 (309) 686-6040.

Print Name _____

Signature _____ Date _____