

## **MINIMUM HIRING STANDARDS SAFETY SENSITIVE POSITIONS\***

Thank you for your interest in employment with Transit Management of Abilene, Inc.-CityLink is an Equal Opportunity Employer that welcomes your application.

If an offer of employment is made to you, it will be contingent upon satisfactory results obtained from a pre-employment background review. This review includes but may not be limited to:

- Motor Vehicle Record(s)
- Criminal History
- Drug Testing
- Federal Transportation Administration (FTA) / Department of Transportation (DOT) required physical examination(s)
- Prior Employment History

**Please note that any falsification or omissions in information provided on any pre-employment document may result in disqualification from the hiring process.**

*What follows is general employment criteria considered by CityLink for all Safety Sensitive Positions.*

### **General**

- High School Diploma or Equivalent (preferred, but not mandatory for non-management positions)
- At least 21 years of age. This requirement does not apply to select maintenance technician positions

### **Employment and Background**

- Verification of the last seven (7) years of residency, and ten (10) years of employment
- Explanation for any gap in employment exceeding thirty (30) calendar days

### **Motor Vehicle Record**

- A valid driver's license in the state in which you reside
- A minimum of three (3) years of driving experience
- No more than two (2) moving violations within the past thirty-six (36) months
- No more than (2) accidents (verified by corresponding violation or points associated with accident) within the past thirty-six (36) months
- The ability to obtain a Commercial Drivers License (CDL) as required by the position

### **Criminal Conviction History\*\***

*Criminal conviction(s) involving one of the following may potentially disqualify you from employment opportunities with CityLink:*

- Any crime against a child or vulnerable adult (i.e. disabled, elderly or infirmed)
- Kidnapping / Abduction
- Murder / Manslaughter / Attempted Murder / Vehicular Homicide
- The possession, manufacture, cultivation, use or distribution of illegal substances or associated paraphernalia
- The unlawful use, possession, distribution, disposal or alteration of a firearm or weapon
- Any act of violence upon another individual
- Theft, dishonesty
- Any offense of a sexual or indecent nature including but not limited to the unlawful possession of publications and images, and/or downloading of such images for the managing and assessing of any website containing unlawful sexual content
- Driving Under the Influence (DUI) or Driving While Intoxicated (DWI)

### **Drug Testing**

- Applicants must pass a pre-employment drug screen

### **FTA and DOT Requirements**

- The ability to pass an FTA/DOT mandated physical examination or an approved state-specific physical for non-DOT driving positions
- The willingness to comply with FTA/DOT substance abuse regulations and testing requirements outlined in CFR 665 and CFR part 40

\*Safety Sensitive Positions include; dispatchers, drivers/operators, maintenance technicians, field management/supervisors, and utility personnel

\*\*Criminal history information should not be disclosed or discussed until after the initial interview process (or after the contingent offer of employment in Newark NJ and Hawaii); however, the general guidelines outlined in this document still apply. The Company will consider for employment qualified applicants with criminal histories in a manner consistent with San Francisco Police Code Art. 49, §§ 4901-4920.

*Please note that in some instances additional minimum hiring standards may be required due to State and/or Federal regulations.*





## Application for Employment

**Note to Applicant:** Please advise us in advance if you require an accommodation to complete this application.

We are an Equal Employment Opportunity employer. We do not discriminate against any applicant or employee on the basis of race, color, sex, religion, national origin, age, disability, or any other consideration made unlawful by applicable federal, state, or local laws.

As a matter of policy and for the safety of the communities we serve, we consistently applies background checking standards to all applicants. It is essential that all information requested, including educational background, work, criminal and residential history, be complete and accurate.

**Instructions:** Please type or print in black or blue ink. Answer all questions, checking all boxes that apply. Answer with "No" or "Not Applicable" (N/A) on questions that do not apply. Additional forms are available for each section if needed.

**Date:**     /     /

GENERAL INFORMATION					
<b>Last Name</b>		<b>First</b>		<b>Middle</b>	
<b>Present Address:</b> Street			City	County	State
			Zip	<b>How long? (mo/ yr)</b>	
<b>Telephone Number and Area Code:</b> Primary (     )		<b>Date of Birth</b> /     /		<b>Social Security Number:</b> -     -	
			<b>If hired, can you present evidence of your legal right to work in the US?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>List any other names that you have used in the past 10 years</b>					
Name Used		City		County	State
					From / To
<b>List all addresses for the past 7 years</b>					
Street		City		County	State
					Zip
					How long? (mo/yr)

<b>Have you ever been fired or asked to resign by an employer?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>		<b>If yes, explain:</b>			
<b>What position are you applying for?</b>		<b>Minimum salary / wage requirement:</b>			
<b>How were you referred to our company?</b>		<input type="checkbox"/> Banner <input type="checkbox"/> Flyer <input type="checkbox"/> Print Ad <input type="checkbox"/> On-line Ad <input type="checkbox"/> Radio/TV Ad <input type="checkbox"/> State Employment Agency <input type="checkbox"/> Job Fair <input type="checkbox"/> Community Organization <input type="checkbox"/> Employee referral-Name: <input type="checkbox"/> Other			
<b>Have you ever worked for us previously?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>In what capacity?</b>			<b>When?</b>
<b>If hired, what date are you available to start work?</b> /     /		<b>Are you applying for:</b> <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time			<b>Are you able to work:</b> <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Weekends
<b>Previous Military Service:</b> Yes     No					

**Equal Opportunity Employer that values diversity**

### EDUCATIONAL BACKGROUND

	Name and location of school or college	Circle highest grade completed	Did you graduate?	What was your degree and major?
Elementary and Junior High / Middle School		1 2 3 4 5 6 7 8		
High School and/or G.E.D.		9 10 11 12	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	Degree _____ Major _____
Trade, Business, Correspondence or Graduate School		Degree / Certificate earned:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Degree _____ Major _____
List any other training or educational programs of note:				
List any academic honors or other special recognition you have received:				
List any extracurricular activities and school offices of note:				

### EMPLOYMENT HISTORY

All employment for the past 10 years must be noted below, including jobs held while in school or while in the military. Record your present or most recent position first and go back in chronological order. Resumes may not be substituted for any information requested, but may be submitted as an addendum to the completed application. Complete all questions for each position.

<b>Employer name:</b>		<b>Dates employed (mo/yr):</b>		<b>Salary / pay rate:</b>	
		From: /	To: /	Beginning:	Ending:
<b>Employer address:</b>			<b>Employer phone #:</b>	<b>Supervisor's name &amp; title:</b>	
<b>Position(s) held:</b>		<b>Briefly explain your job duties &amp; responsibilities including supervisory experience:</b>			
<b>May we contact this employer?</b>		<b>Reason for leaving:</b>			
<input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>Employer name:</b>		<b>Dates employed (mo/yr):</b>		<b>Salary / pay rate:</b>	
		From: /	To: /	Beginning:	Ending:
<b>Employer address:</b>			<b>Employer phone #:</b>	<b>Supervisor's name &amp; title:</b>	
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<b>May we contact this employer?</b>		<b>Reason for leaving:</b>			
<input type="checkbox"/> Yes <input type="checkbox"/> No					
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		From: /	To: /	Beginning:	Ending:
<b>Employer address:</b>			<b>Employer phone #:</b>	<b>Supervisor's name &amp; title:</b>	
<b>Position(s) held:</b>		<b>Briefly explain your job duties &amp; responsibilities including supervisory experience:</b>			
<b>May we contact this employer?</b>		<b>Reason for leaving:</b>			
<input type="checkbox"/> Yes <input type="checkbox"/> No					

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<b>May we contact this employer?</b>			<b>Reason for leaving:</b>		
Yes      No					
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Yes      No					
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<b>Position(s) held:</b>	<b>Briefly explain your job duties &amp; responsibilities including supervisory experience:</b>				
<b>May we contact this employer?</b>			<b>Reason for leaving:</b>		
Yes      No					

IDENTIFY AND EXPLAIN ANY EMPLOYMENT GAPS, OR PERIODS OF UNEMPLOYMENT OF 30 DAYS OR LONGER		
Dates:		Reason:
From:	To:	

**CRIMINAL CONVICTION HISTORY**

We strive to provide a safe environment for our employees, the communities we support, and the patrons we transport. For these reasons, all applicants must provide a complete adult criminal conviction record subject to federal and state mandated restrictions. This includes any conviction and/or criminal charge where the final disposition is still pending. Please note that a criminal conviction history will not necessarily disqualify an applicant from employment. Factors such as age, seriousness and nature of the violation as it relates to the applicable position shall be considered.

<b>Date of conviction</b> MM / YYYY	<b>Location of conviction or pending charge</b> City, State	<b>Name of court</b>
/		
<b>Mark appropriate box</b>	<b>Nature of conviction or pending charge</b>	
<input type="checkbox"/> Misdemeanor <input type="checkbox"/> Felony <input type="checkbox"/> Pending Charge		
<b>Date of conviction</b> MM / YYYY	<b>Location of conviction or pending charge</b> City, State	<b>Name of court</b>
/		
<b>Mark appropriate box</b>	<b>Nature of conviction or pending charge</b>	
<input type="checkbox"/> Misdemeanor <input type="checkbox"/> Felony <input type="checkbox"/> Pending Charge		
<b>Date of conviction</b> MM / YYYY	<b>Location of conviction or pending charge</b> City, State	<b>Name of court</b>
/		
<b>Mark appropriate box</b>	<b>Nature of conviction or pending charge</b>	
<input type="checkbox"/> Misdemeanor <input type="checkbox"/> Felony <input type="checkbox"/> Pending Charge		

**LICENSE INFORMATION**

A. Have you ever been denied a license, permit or privilege to operate a motor vehicle?	Yes	No
B. Has any license, permit or privilege ever been suspended or revoked?	Yes	No
C. Have you ever been disqualified subject to Part 391 of the Federal Motor Carrier Safety Regulation?	Yes	No
D. Have you in the past three (3) years failed or refused a DOT-mandated pre-employment test(s)?	Yes	No
<b>If "YES" to any of the above, explain:</b>		
<b>How many years of driving experience do you have?</b>	Less than 3 years	3 years or more
<b>State</b>	<b>License #</b>	<b>Type</b>
		<b>Expiration date</b>

**TRAFFIC CITATIONS / CONVICTIONS & FORFEITURES FOR THE PAST 3 YEARS (other than parking violations)**

Location	Date	Charge	Penalty

**TECHNICIAN / MECHANIC APPLICANTS ONLY**

Type of experience	Length of experience	Type of experience	Length of experience
Engine tune-up; Diesel		Air Brakes / Steering	
Engine tune-up; Gas		Brakes / Steering	
Electrical Systems		Lubrication	
Clutch & Transmission-Truck		Tire repair	
Inspection License Class		Do you own your own shop tools?	Yes    No
List current ASE's:			
Describe your diagnostic experience:			
List any other skills which are relevant to the position you seek:			

**ADMINISTRATIVE SUPPORT APPLICANTS ONLY**

Type of experience	Length of experience	Type of experience	Length of experience
AP / AR		Microsoft Excel	
Multi-line phone system		Microsoft Word	
Typing / keyboarding	WPM:	Microsoft Outlook	
10-key calculator	Accuracy:	Microsoft PowerPoint	
List any other skills which are relevant to the position you seek:			

**COMPUTER EXPERIENCE**

Software & Hardware (PC or Platforms)	Length of experience	Skill level (expert, moderate, beginner)

**ADDITIONAL QUALIFICATIONS**

Briefly summarize any additional qualifications you believe are important


**APPLICANT'S STATEMENT AND RELEASE**

I certify that all statements made on this Application for Employment and in any subsequently executed questionnaire or employment document are true and correct. I understand that any material falsifications or omissions made on this application, or on any pre-employment document, may result in termination of my candidacy or any subsequent employment.

I authorize the Company and its representatives to conduct background evaluations and obtain information including but not limited to, criminal history checks from federal, state or local authorities, the Department of Transportation (DOT) and/or the Federal Transportation Administration (FTA).

I hereby expressly authorize such inquiries and fully release and discharge the Company and consumer reporting agency, their respective affiliates, subsidiaries, directors, officers, employees, agents and attorneys thereof, and each of them, and any individual, organization, entity, agency, or other source providing information to a consumer reporting agency from all claims and damages arising out of or relating to any investigation of my background for employment purposes. This release is valid for all federal, state, county and local agencies, authorities, previous employers, military services and educational institutions.

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 receipt of satisfactory background checks and, if necessary to determine ability to perform essential duties of the position offered, the satisfactory results of physical examination.

<b>Applicant Name:</b>		<b>Date:</b>	
<b>Applicant Signature:</b>			

**Note: This Application for Employment will be considered active for 90 calendar days.**

<b>INTERNAL USE ONLY</b>		
Individual receiving & reviewing application:	Title:	Date:



**PART I – INVESTIGATIVE CONSUMER REPORT DISCLOSURE AND CONSENT**

In connection with your employment or application for employment (including contract for services), an investigative consumer report and/or consumer reports, which may contain public record information, may be requested from a consumer reporting agency. These reports may include the following types of information: names and dates of previous employers, reason for termination of employment, work experience, accidents, academic history, professional credentials, drugs/alcohol use, information relating to your character, general reputation, educational background, personal characteristics, mode of living, or any other information about you which may reflect upon your potential for employment (or contract for services) gathered from any individual, organization, entity, agency, or other source which may have knowledge concerning any such items of information. Such reports may contain public record information concerning your driving record, workers' compensation claims, criminal records, etc., from federal, state and other agencies which maintain such records; as well as information from the consumer reporting agency concerning previous driving record requests made by others from such state agencies. If you are hired or engaged or remain employed or engaged, additional reports may be requested to update, renew or extend your employment or contract, to the extent permitted by law.

You have the right to receive, upon your written request within a reasonable period of time, (not to exceed 30 days) a complete and accurate disclosure of the nature and scope of any investigation requested. You have the right to make a request to the consumer reporting agency, upon proper identification, to request the nature and substance of all information in its files on you at the time of your request, including the sources of information, and the recipients of any reports on you that the consumer reporting agency has previously furnished within the two-year period preceding your request. The company's current consumer reporting agency is Trak-1, who may be contacted by mail at 7131 Riverside Parkway, Tulsa, Oklahoma, 74136, or by phone at (800) 600-8999. The company reserves the right to change consumer reporting agencies at any time. Additionally, the company may be required by its customers to, which you are assigned, to provide the reports to them. The customers may be required to provide the reports to other organizations in accordance with the law. By your signature below, you consent to such sharing of the reports.

- Oklahoma Applicants Only: I request a copy of any *credit* report requested on me.
- Minnesota Applicants Only: I request a copy of any consumer report requested on me.

**Notice to California Applicants:** Under section 1786.22 of the California Civil Code, you may view the file maintained on you by the consumer reporting agency during normal business hours. You may also obtain a copy of this file upon submitting proper identification and paying the costs of duplication services, by appearing at the agency in person or by mail. You may also receive a summary of the file by telephone. The agency is required to have personnel available to explain your file to you and the agency must explain to you any coded information appearing in your file. If you appear in person, a person of your choice may accompany you, provided that this person furnishes proper identification.

† I request to receive a free copy of any consumer report ordered on me by checking this box. (California Applicants Only)

I authorize Trak-1 or any other consumer reporting agency, to prepare consumer reports or investigative consumer reports about me for employment-related purposes. The consumer reporting agency is authorized to disclose all information obtained to the requesting entity for the purpose of making a determination as to my eligibility for employment, promotion or any other lawful purpose. If hired or contracted, this authorization shall remain on file and shall serve as ongoing authorization for the procurement of consumer reports at any time during my employment or contract period. I have been provided a copy of the summary of the rights of the consumer pursuant to the Fair Credit Reporting Act (FCRA).



By signing below, I certify that I have read and fully understand this disclosure, that prior to signing I was given an opportunity to ask questions and to have those questions answered to my satisfaction.



**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Social Security No:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_ **Sex:**  Male  Female



# DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

I, \_\_\_\_\_, acknowledge that a Computerized Criminal

APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB identifiers I supply. (This is not a consent form.) Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411; Subchapter F.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history, therefore the organization conducting the criminal history check is not allowed to discuss with me any criminal history record information obtained using this method. The agency may request that I have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search. Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

In order to complete the process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at [www.txdps.state.tx.us](http://www.txdps.state.tx.us) /Crime Records/Review of Personal Criminal History or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$24.95 to the fingerprinting services company.

**(This copy must remain on file by your agency. Required for future DPS Audits)**

\_\_\_\_\_  
Signature of Applicant or Employee

\_\_\_\_\_  
Date

Transit Management of Abilene, Inc. (CityLink Transit)  
Agency Name (Please print)

\_\_\_\_\_  
Agency Representative Name (Please print)

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Date

**Please:  
Check and Initial each Applicable Space**

CCH Report Printed:

YES \_\_\_\_\_ NO \_\_\_\_\_ \_\_\_\_\_ initial

Purpose of CCH: \_\_\_\_\_

Empl \_\_\_ Vol/Contractor \_\_\_ \_\_\_\_\_ initial

Date Printed: \_\_\_\_\_ \_\_\_\_\_ initial

Destroyed Date: \_\_\_\_\_ \_\_\_\_\_ initial

**Retain in your files**