

Application for Employment
RTEC - Rural Transit Enterprises Coordinated
P.O. Box 746 100 Main Street
Mt. Vernon, KY 40456
(606)-256-9835

RTEC is an Equal Opportunity Employer. There shall be no discrimination in hiring and employment because of race, color, religion, creed, gender, national origin, age, disability, or veteran status, genetic information or any other legally protected status.

(Incomplete Applications will not be considered)

Position(s) Applied For:

Date of Application:

Referral Source: Advertisement Friend Relative Walk-in Government Employment Agency Other

Applicant Information

Full Name:

Last

First

M.I.

Address:

Street Address

Apartment/Unit #

City

State

ZIP Code

Phone: ()

E-mail Address:

Date Available:

Desired Salary: \$

Have you filed an application here before? Yes No
If Yes, give date

Have you ever been employed here before? Yes No
If Yes, give date

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Yes No
Immigration Status? (Proof of citizenship or immigration status will be required upon employment)

On what date would you be available for work?

Are you available to work: Full-Time Part-Time Temporary

Are you on a lay-off and subject to recall? Yes No

Do any of your relatives work here? Yes No

Can you travel if a job requires it? Yes No

Do you have a valid Kentucky driver's license? Yes No

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING. (See Job Description)

Can you perform the essential functions of the job, for which you are applying, either with or without a reasonable accommodation? Yes No

List professional, trade, business or civic activities and offices held. (Exclude those which indicate race, color, religion, sex, national origin, age, handicap, marital status, sexual orientation, or political affiliation or belief).

SPECIALIZED SKILLS (CHECK SKILLS/EQUIPMENT OPERATED)

| | | | |
|-------------------------------------|--|-------------------|--------------|
| <input type="checkbox"/> Terminal | <input type="checkbox"/> Spreadsheet | Production/Mobile | Other (list) |
| <input type="checkbox"/> PC/MAC | <input type="checkbox"/> Word Processing | _____ | _____ |
| <input type="checkbox"/> Typewriter | <input type="checkbox"/> Shorthand | _____ | _____ |
| WPM | WPM | _____ | _____ |
| | | _____ | _____ |

REFERENCES

Give name, address and telephone number of THREE personal references who are not related to you and are not previous employers.

References

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: () _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: () _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: () _____
Address: _____

Previous Employment

Company: Phone: ()
Address: Supervisor:
Job Title: Starting Salary: \$ Ending Salary: \$
Responsibilities:
From: To: Reason for Leaving: YES NO
May we contact your previous supervisor for a reference?

Company: Phone: ()
Address: Supervisor:
Job Title: Starting Salary: \$ Ending Salary: \$
Responsibilities:
From: To: Reason for Leaving: YES NO
May we contact your previous supervisor for a reference?

Company: Phone: ()
Address: Supervisor:
Job Title: Starting Salary: \$ Ending Salary: \$
Responsibilities:
From: To: Reason for Leaving: YES NO
May we contact your previous supervisor for a reference?

Company: Phone: ()
Address: Supervisor:
Job Title: Starting Salary: \$ Ending Salary: \$
Responsibilities:
From: To: Reason for Leaving: YES NO
May we contact your previous supervisor for a reference?

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Education

| | | | | | | |
|--------------|-----|-------------------|--------------------------|--------------------------|---------|--|
| High School: | | | Address: | YES | NO | |
| From: | To: | Did you graduate? | <input type="checkbox"/> | <input type="checkbox"/> | Degree: | |
| College: | | | Address: | YES | NO | |
| From: | To: | Did you graduate? | <input type="checkbox"/> | <input type="checkbox"/> | Degree: | |
| Other: | | | Address: | YES | NO | |
| From: | To: | Did you graduate? | <input type="checkbox"/> | <input type="checkbox"/> | Degree: | |

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment may be necessary to make an employment decision. I further authorize my former employers, and other references listed herein, to furnish RTEC with information regarding my performance, work habits and such other information as it may require to consider my application for employment. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization 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 that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization. I understand that this application is not and is not intended to be a contract of employment. If this application leads to an offer for employment, I understand that a safety sensitive job pre-employment drug screen and background checks will apply. Any false or misleading information in my application or interview may result in my release. I understand, also, that I am required to abide by all policies and procedures of RTEC.

Signature:

Date:

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Save to your computer. When completed, send by email to rtec@kih.net

APPLICANT DATA RECORD

We consider all applicants for positions without regard to race, color, religion, creed, gender, national origin, age, disability, veteran status, genetic information, or any other legally protected status.

The information requested on this page is used for statistical purposes and to permit our equal opportunity staff to monitor the recruitment and hiring process. As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

Upon receipt of your application, this page will be detached and referred to our equal opportunity staff which will use it for monitoring and data collection purposes only. **YOUR COOPERATION IS VOLUNTARY.**

The information contained on this page will NOT be made available to the employee or employees with administrative responsibilities for any position for which you may be considered.

Date:

Position(s) applied for:

REFERRAL SOURCE:

- | | | | |
|--|---|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Advertisement | <input type="checkbox"/> Friend | <input type="checkbox"/> Employee | <input type="checkbox"/> Relative |
| <input type="checkbox"/> Walk-in | <input type="checkbox"/> Government Employment Agency | <input type="checkbox"/> Other | |

Name:

Address:

Affirmative Action Survey

This data is for analysis and affirmative action purposes only. Submission of information about a disability is voluntary.

Date of birth:

Check one: Male Female

Check one of the following
Race/Ethnic Group

- | | |
|---|---|
| <input type="checkbox"/> White | <input type="checkbox"/> Black/African American |
| <input type="checkbox"/> Asian | <input type="checkbox"/> Hispanic or Latino |
| <input type="checkbox"/> American Indian/Alaskan Native | <input type="checkbox"/> Native Hawaiian/Pacific Islander |
| <input type="checkbox"/> Two or more races | |

Check if applicable: Disabled Individual

- | | |
|---|--|
| <input type="checkbox"/> Special Disabled Veteran | <input type="checkbox"/> Disabled Veteran |
| <input type="checkbox"/> Recently Separated Veteran | <input type="checkbox"/> Other Protected Veteran |
| <input type="checkbox"/> Armed Forces Service Medal Veteran | <input type="checkbox"/> Vietnam-Era Veteran |

Signature of Applicant

Date

12/6/2011

**Rural Transit Enterprise Coordinated, Inc.
Job Description: Transit Driver**

Essential Duties: Include, but are not limited to:

- Transport passengers as dispatched.
- Be a Courteous driver with respect to passengers, other drivers and pedestrians.
- Maintain daily service logs, including ridership, mileage, maintenance and fares collected.
- Vehicle inspection, and assure that the vehicle operated is properly serviced.
- Provide regular vehicle reports, including immediately report of incident/accidents.
- Report any unsafe conditions immediately
- Clean vehicles on a regular basis
- Maintain adequate time records.
- Assist passengers as prescribed, including semi-ambulatory and wheelchair passengers.
- Work flexible hours. Drivers are paid for actual time driving or when engaged to wait on passengers.
- Adhere to confidentiality and all policies of RTEC
- Provide escort of clients when required.
- Maintain confidentiality.
- Other duties as instructed by the Supervisor or Dispatcher.

Qualifications:

High School or General Education Diploma (GED), minimum of five (5) years driving experience, valid Kentucky driver's license, good driving record, and a clear background record check with no history of violent behavior. Must have the ability to maintain adequate service records and ability to operate a vehicle in a safe manner and report any unsafe conditions found, must pass the Department of Transportation (DOT) physical examination, must remain drug & alcohol free and participate in on going testing. Must be able to push, pull, stoop and bend to assist wheelchair passengers and secure in tie-down, must be able to lift up to fifty (50) pounds, must be insurable and bondable. Must be trainable, pass and maintain certifications in training provided by RTEC, including:

| | |
|-------------------------------------|-------------------------------------|
| Passenger Assistance Techniques, | Hazardous Communications Program |
| Defensive Driving | Vehicle Maintenance |
| First Aid/CPR, Bloodborne Pathogens | System Safety and Security Training |

Immediate Supervisor:

The Transit Driver is responsible to the Area Manager with daily instruction by the Dispatcher.

RTEC's Benefits for full time employees include:

- Health, Life & Dental Insurance after 90 days of employment
- 401-K Retirement Plan after 30 days of employment
- Sick/Personal Leave, (6 days per year after the first year) earned at 2 hours per pay period.
- 1 week paid Vacation after 1 year employment
- 2 weeks paid Vacation after 2 years of service.
- 3 weeks paid Vacation after 10 years of service.
- 4 weeks paid Vacation after 15 years of service.
- 6 Holidays.

Driver Signature

Date