

Application for Employment

Richmond Metropolitan Transportation Authority

(Please Print)

901 E. BYRD STREET, SUITE 1120, RICHMOND, VA 23219

Position(s) Applied For:		Date:			
How Did You Learn About Us? <input type="checkbox"/> Newspaper Advertisement	<input type="checkbox"/> Sign on Toll Booths <input type="checkbox"/> Job Fair (_____)	<input type="checkbox"/> Jobline Other: _____ <input type="checkbox"/> Friend or relative			
Last Name	First Name	Middle Name			
Any Former Names (including Maiden):					
Address	Number	Street	City	State	Zip Code
Telephone Number(s) Where You Can Be Reached					
Home:		Office:		Cell:	

Are any of your relatives currently employed by the RMTA? Yes No
If yes, who? _____

Have you ever been employed with us before? Yes No
If yes, when and in what capacity? _____

Are you lawfully authorized to work in the United States? Yes No

Are you currently employed? Yes No

May we contact your present employer? Yes No

On what date would you be available for work? _____

EDUCATION

	High School				Undergraduate College/University				Graduate/Professional			
School Name and Location												
Years Completed	9	10	11	12	1	2	3	4	1	2	3	4
Did you Graduate?												
Describe Course of Study												
Describe any specialized training, apprenticeship, skills and extra-curricular activities												

EMPLOYMENT

PLEASE LIST ALL EMPLOYMENT STARTING WITH PRESENT OR MOST RECENT EMPLOYER. USE SUPPLEMENTAL SHEET, IF NECESSARY, TO ACCOUNT FOR ALL OF YOUR WORK EXPERIENCE.

From	To	Employer	Telephone
Job Title		Address	
Supervisor		Describe the nature of work performed and job responsibilities:	
Starting Rate/Salary			
Ending Rate/Salary			
Reason for Leaving		Your name when employed (if different)	
From	To	Employer	Telephone
Job Title		Address	
Supervisor		Describe the nature of work performed and job responsibilities	
Starting Rate/Salary			
Ending Rate/Salary			
Reason for Leaving		Your name when employed (if different)	

REFERENCES

List the names of three persons **not related to you**, whom you have known at least one year.

Name	Address & Phone Number	Business	Years Acquainted
1. _____			
2. _____			
3. _____			

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application are grounds for dismissal.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my present and previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

I understand that as a precondition to my employment with the RMTA, I will be required to undergo a criminal history record check, a drug test, and may be required to undergo a Division of Motor Vehicle driving record check. I hereby authorize and consent to the foregoing inquiries and tests and consent to giving a urine sample for such testing. I further acknowledge and understand that the outcome of such inquiries and tests may result in my rejection for employment or disciplinary action.

I understand, agree and acknowledge that, if hired, my employment is at will for an indefinite period, and may be terminated at any time without any prior notice, and with or without cause. I further understand, agree, and acknowledge that my employment is subject to the policies and procedures of the RMTA, as they may be issued or amended, and that such policies and procedures may be issued or amended at the discretion of the RMTA without prior notice. I further understand, agree and acknowledge that nothing contained in the policies and procedures of the RMTA as issued and or amended constitute a contract of employment.

Date _____

Signature _____

Supplemental Employment History Form

Name: _____ Page _____ of _____

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