



**Tri-Valley Transit, Inc.**  
**DBA Addison County Transit Resources**  
297 Creek Road Middlebury, VT 05753  
Phone: 802-388-2287 Fax: 802-388-1888

**APPLICATION FOR EMPLOYMENT**

Date: \_\_\_\_\_

\_\_\_\_\_  
Last Name First Middle

\_\_\_\_\_  
Street Address City State

\_\_\_\_\_  
Mailing Address, if different

\_\_\_\_\_  
Home Phone Cell Phone Email Address

Are you legally eligible for employment in the United States? \_\_\_\_\_

Position you are applying for: \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time \_\_\_\_\_

Please attach your resume and references, if available, to this application.

**EDUCATION**

Circle the last year completed:

High School      1      2      3      4      Name of School: \_\_\_\_\_

College            1      2      3      4      Name of School: \_\_\_\_\_

Graduate School    1      2      3      4      Name of School: \_\_\_\_\_

Other Schooling: \_\_\_\_\_

Please list relevant training or courses that you have completed and/or certificates held: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PREVIOUS EMPLOYMENT

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Starting with your most recent job, please list all employers you have worked for in the past 10 years. Attach additional sheets if necessary.

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**1.** Job Title: \_\_\_\_\_  
Dates Employed: from \_\_\_\_\_ to \_\_\_\_\_  
Company Name and Address: \_\_\_\_\_  
\_\_\_\_\_  
Job Duties: \_\_\_\_\_  
\_\_\_\_\_  
Supervisor Name and Phone Number: \_\_\_\_\_  
Reasons for leaving: \_\_\_\_\_  
May we contact as a reference? \_\_\_\_\_

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**2.** Job Title: \_\_\_\_\_  
Dates Employed: from \_\_\_\_\_ to \_\_\_\_\_  
Company Name and Address: \_\_\_\_\_  
\_\_\_\_\_  
Job Duties: \_\_\_\_\_  
\_\_\_\_\_  
Supervisor Name and Phone Number: \_\_\_\_\_  
Reasons for leaving: \_\_\_\_\_  
May we contact as a reference? \_\_\_\_\_

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**3.** Job Title: \_\_\_\_\_  
Dates Employed: from \_\_\_\_\_ to \_\_\_\_\_  
Company Name and Address: \_\_\_\_\_  
\_\_\_\_\_  
Job Duties: \_\_\_\_\_  
\_\_\_\_\_  
Supervisor Name and Phone Number: \_\_\_\_\_  
Reasons for leaving: \_\_\_\_\_  
May we contact as a reference? \_\_\_\_\_

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Have you ever tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which you applied for, but did not obtain a job during the past 2 years? \_\_\_\_\_

**DRIVING RECORD**

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**A.** Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_ Number of years driving: \_\_\_\_\_  
Do you have a current commercial driver's license? \_\_\_\_\_ Class: \_\_\_\_\_  
\_\_\_\_\_  
If yes, do you have a) a passenger endorsement? \_\_\_\_\_  
b) an air brake endorsement? \_\_\_\_\_  
Is it legally in full force and effect? \_\_\_\_\_  
Do you have a current medical card? \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**B.** Please detail your vehicular accident record for the past 3 years. Attach additional sheets if necessary.

Date	Nature of Accident (head-on, rear-end, upset, etc.)
1. _____	_____
2. _____	_____
3. _____	_____

**C.** Please detail all of your traffic convictions for the past 3 years. This does not include parking violations. Attach additional sheets if necessary.

Date	Location	Charge	Penalty
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**D.** Have you ever been denied a license, permit, or privilege to operate a motor vehicle? \_\_\_\_\_ If yes, please attach a statement to this application providing details.

**E.** Has your license, permit, or privilege ever been suspended or revoked? \_\_\_\_\_ If yes, please attach a statement to this application providing details.

**F.** Have you ever received any safe driving awards? \_\_\_\_\_  
If yes, please detail dates and types of awards: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**G.** Please list below any out-of-state addresses where you have lived in the last ten (10) years:  
Address: \_\_\_\_\_  
Dates at this address: \_\_\_\_\_ Did you have a driver's license in this state? \_\_\_\_\_  
Address: \_\_\_\_\_  
Dates at this address: \_\_\_\_\_ Did you have a driver's license in this state? \_\_\_\_\_

Please attach any additional addresses on a separate sheet.

**NOTE:** ACTR may require you to provide a copy of your complete driving record from these states. If ACTR requires these documents, ACTR will reimburse the cost of the record.

If employment is offered to you, ACTR will perform a pre-employment drug test and a set of background checks including, but not necessarily limited to, those listed below. Any final employment offer is contingent upon the results of these checks.

- Department of Motor Vehicles
- Vermont Criminal Records
- Adult and Child Abuse Registry
- Medicaid Fraud
- National Background Check (for findings in other states)

How did you hear of our opening?

- Company website
- Recruiter
- Social media
- Radio/TV ad
- Employee/Volunteer referral – Name \_\_\_\_\_
- Print Ad – Name of publication \_\_\_\_\_
- Other – Please explain: \_\_\_\_\_

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**TO BE READ AND SIGNED BY APPLICANT**

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I hereby grant Tri-Valley Transit, Inc., DBA Addison County Transit Resources, permission to investigate my personal, financial, and credit history through any investigative or credit agencies or bureaus of its choice.

I hereby grant Addison County Transit Resources permission to contact any references I have given, and also grant such references full permission to speak truthfully and in detail about me.

I acknowledge and agree that in connection with any conditional offer of employment, I may have to submit to a medical examination, including pre-employment drug and alcohol testing by a physician assigned by ACTR.

I hereby warrant that the foregoing answers are true in every particular, and I further agree to resign immediately from the employ of ACTR should any one of my statements or answers on this application be found inaccurate, misleading, or incomplete.

**Failure to provide full and accurate information on this application will be grounds for immediate termination of employment.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (printed)

## VOLUNTARY SELF-IDENTIFY

Tri-Valley Transit Inc. (DBA Addison Country Transit Resources and DBA Stagecoach Transportation Services) is an equal opportunity employer. As required by law, we must record certain information to be made a part of our affirmative action program.

Applicants for employment are invited to participate in the affirmative action program by reporting their status as a minority. In extending this invitation, we advise you that: (a) workers (applicants) are under no obligation to respond but may do so in the future if they choose; (b) responses will remain confidential within the human resource department; and (c) responses will be used only for the necessary information to include in our affirmative action program. We are a company that values diversity. We actively encourage women, minorities, veterans and disabled employees to apply.

Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment.

**Name:**

**Position Applied for:**

**Race or Ethnicity Identity\* (select one, see below for definitions)**

- Hispanic or Latino
- White (not Hispanic or Latino)
- Black or African American (not Hispanic or Latino)
- Native Hawaiian or Pacific Islander (not Hispanic or Latino)
- Asian (not Hispanic or Latino)
- American Indian or Alaskan Native (not Hispanic or Latino)
- Two or more races (not Hispanic or Latino)

**Gender**

- Male
- Female

• **I do not wish to self-identify**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### \*EEOC RACE/ETHNIC IDENTIFICATION CATEGORIES

**Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

**White (*not Hispanic or Latino*)** - A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

**Black or African American (*not Hispanic or Latino*)** - A person having origins in any of the black racial groups of Africa.

**Native Hawaiian or Other Pacific Islander (*not Hispanic or Latino*)** - A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.

**Asian (*not Hispanic or Latino*)** - A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

**American Indian or Alaska Native (*not Hispanic or Latino*)** - A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.

**Two or more races (*not Hispanic or Latino*)** - All persons who identify with more than one of the above races.