

Grant Transit Authority 116 W. 5th Ave. ♦ PO Box 870 Moses Lake, WA 98837

509.765.0898 • 888.482.2877

www.granttransit.com

"An Equal Opportunity Employer" GTA complies with State and Federal requirements for a Drug-Free Workplace

EMPLOYMENT APPLICATION

This application must be completed in full, typed or printed in ink, even if you are submitting a resume in addition to this application. Incomplete and/or illegible applications will not be included for consideration in the selection process. A separate application must be submitted for each position. The words "See Resume" under employment history are not acceptable. Applicants in need of accommodation during the application process due to disability should contact Human Resources. Grant Transit Authority is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran's status, disability, or any other basis prohibited by federal, state and/or local law.

Name: Last First Middle Initial Mailing Address: Number Street Apartment	Application Date:		Position Applying For:			
Number Street Apartment	Name:	Last	First	Middle Initial		
Contact: Primary Telephone Secondary Telephone Emergency Contact	Mailing Address:	Number	Street	Apartment		
Primary Telephone Secondary Telephone Emergency Contact Schedule you are interested in (please check one): Full-Time Part-Time Either Have you ever applied for, or been employed by GTA? Yes No Application Date and Position: Yes No Are you a United States Citizen or legal alien authorized to work in the United States? Yes No Can you provide proof of citizenship, bias, or alien registration number upon employment? Yes No Are you able to work any day of the week? If No, please explain: Yes No Are you 18 years of age or older? Yes No Do you possess a valid and current Washington State Driver's License? Yes No License Number: Expiration Date: Expiration Date: List any CDL/Endorsements: Yes No Have you had any moving violations within the last five (5) years? Yes No If yes, please explain:		City	State/Zip Code	E-Mail Address		
Have you ever applied for, or been employed by GTA? Application Date and Position: Employment Dates and Position: Are you a United States Citizen or legal alien authorized to work in the United States? Yes No Can you provide proof of citizenship, bias, or alien registration number upon employment? Are you able to work any day of the week? If No, please explain: Yes No DRIVING RECORD Do you possess a valid and current Washington State Driver's License? License Number: List any CDL/Endorsements: Has your license ever been restricted, suspended or revoked? Have you had any moving violations within the last five (5) years? Yes No Have you had any moving violations within the last five (5) years? Yes No Have you had any moving violations within the last five (5) years?	Contact:	Primary Telephone	Secondary Telephone	Emergency Contact		
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	Have you had any moving violations within the last five (5) years?			Yes	No 🗌	
CTA Employment Application Page 1 (Pay 09/40)	If yes, please explain:					

EDUCATION & TRAINING								
				Years Completed Gradua				
Type of School	School Name / Location		(circle one	<i>'</i>	ee	Major		
Lliah Cahaal			9 10					
High School			12 GEI	,				
Callaga			1 2 3	4				
College								
College			1 2 3	4				
College				_				
Graduate School			1 2 3	1 2 3 4				
Business or			4 0 0					
Vocational School			1 2 3	4				
School								
Other Relevant		Name &	Location of Instituti	on	Da	Dates Attended		
Traini	ing	Trainio G	200dilon or mondi.			Dates Attended		
Trade / Other								
Militam								
Military								
Professional Licer	nses or Certificat	tes	Serial Number Issue Dat		Expiration Date			
						-		
		OTHE	R SKILLS					
_								
Computer Equipme and/or Software:	nt							
anu/or Software.								
Typing Speed (WPM): Data Entry (SPM):								
Foreign Languages (Fluent):								
Othor								
Other Skills/Equipment/Tools:								
Have you ever beer	n terminated or qu	uit in lieu of being termin	nated? If so, please e	xplain.	Yes	No No		
	·	ŭ			l			
Is there anything the	at will interfere wit	th your ability to perforn	n, on a regular basis	the essential				
	duties of the job you are applying for, with or without reasonable accommodation(s)?							
				No _				

EMPLOYMENT HISTORY

Beginning with your present or most recent experience, list your work experience history. *Include periods of unemployment or self-employment*. All other information is to be completed on application. This application must be completed in full and signed on page 4 in order to be considered for any position with GTA.

Employer: Address: City/State/Zip: Supervisor/Title: Phone: Reason for Leaving: Job Duties:		Position: Dates Employed: Start: End: No. Employees Supervised: Avg. Hours per Week:
Eligible for Rehire?	Yes No	
Employer: Address: City/State/Zip: Supervisor/Title: Phone: Reason for Leaving: Job Duties:		Position: Dates Employed: Start: End: No. Employees Supervised: Avg. Hours per Week:
Eligible for Rehire?	Yes No	
Employer: Address: City/State/Zip: Supervisor/Title: Phone: Reason for Leaving: Job Duties:		Position: Dates Employed: Start: End: No. Employees Supervised: Avg. Hours per Week:
Eligible for Rehire?	Yes No	
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Eligible for Rehire?	Yes No	

Employer: Address: City/State/Zip: Supervisor/Title: Phone: Reason for Leaving: Job Duties: Eligible for Rehire? Employer: Address: City/State/Zip: Supervisor/Title: Phone: Reason for Leaving:	Yes	No	osition: ates Employed: Start: End: o. Employees Supervise vg. Hours per Week: osition: ates Employed: Start: End: o. Employees Supervise vg. Hours per Week:			
Job Duties: Eligible for Rehire?	Yes	No				
PROFESSIONAL REFERENCES (Must List Three)						
Name		Email Address	Telephone	Company or Occupation	Years Known	
					-	
I certify the information provided to GTA is true and complete to the best of my knowledge. I understand that, if I am employed, discovery that I gave false information may result in immediate dismissal. I authorize GTA to solicit information regarding my character, general reputation, credit, previous employment and similar background information, and to contact any or all employers and references I have given on my application. I hereby indemnify and hold harmless all parties and persons connected with any such request for information from all claims, liabilities and damages for any reason arising out of the furnishing of such information. If employed, I release GTA from any liability for future references it may provide regarding my work history at GTA. Based upon the position applied for, I understand that employment may be contingent upon successful completion of a physical examination, pre-employment drug screen, criminal history background check and acceptable employment reference(s) and history. In consideration of my employment, I agree that my employment can be terminated without cause, and with or without notice at any time, at the option of either GTA or myself. I understand that no representative of GTA, other than the General Manager, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. If employed, I further agree that if I lose, damage, or fail to return any GTA property, GTA is authorized to deduct from my wages sufficient funds to pay for such loss, damage or failure to return property.						
Applicant Circuit		A.,	an Data			
Applicant Signature		Application	on Date			

Position Desired:	Position Desired:			
Date Applied:				
Name (Last, First, MI):				
	OPTIONAL INFORMATIO	N		
GTA is an Equal Opportunity Employer. We are committed to non-discrimination in employment practices. We would appreciate completion of the information below. The below portion is <u>voluntary</u> . This information will be kept confidential and used for EEO recordkeeping and statistical purposes only. Thank you for your assistance.				
Gender: Male Female				
Are you able to perform the essential functions	of this position, with or without ac	commodation?		
Yes No If Yes, indicate accomm	nodations:			
Ethnic Background (check all that apply):				
_				
Caucasian / White	Pacific Islander			
	African-American / Black American Indian or Alaskan Native			
Hispanic / Latino	Other (Please Specify):			
Asian				
Veteran Status:	Referral Source:			
☐ Vietnam Era Veteran *	Advertisement	WorkSource		
Disabled Vietnam Veteran	Social Media	Current GTA Employee		
Other Veteran (Korean WWII, Etc.)	School / College	Other (Please Specify)		
* A person who served on active duty with the Armed Forces for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 5, 1975.				