



Before you begin, please read carefully:

The position that you are applying for is part time minimum 20 hours a week.

- All employees who wish to become a union member may do so upon completion of a thirteen (13) week probationary period, or the employee has an option of an agency-fee-payer (union dues are \$10.80 per week). There is a \$75 initiation fee. The Amalgamated Transit Union Local 717 represents all employees.

Your application will be accepted and processed only if you meet all of the following minimum qualifications:

- Possession of a valid New Hampshire Drivers License (CDL preferred).
- You must have a current and valid New Hampshire Drivers License.
- You must have an excellent driving history; “more than three (3) recorded moving violations during the past two years will disqualify your application”.
- You must be a high school graduate or have a GED.
- You must be at least 21 years of age at the time you start work for the company.
- Any person applying for a job as a Bus Operator must inform Manchester Transit Authority of all previous employment as the driver of a commercial vehicle (covering the last ten (10) years).

ADVANTAGES OF BEING A SCHOOL BUS DRIVER:

- Have days off when students have days off.
- Typically do not need to drive during summer months.
- When schools are closed due to adverse weather, you need not drive.
- Good opportunity to work with children.
- Time off during the middle portion of the day to do other tasks/errands.

PRE-LICENSE REQUIREMENTS:

- Requires a minimum of 30 hours of pre-license training provided by the MTA.
- Must have an excellent driving record.
- Must be able to pass state motor vehicle knowledge and driving skills tests administered by N. H. Division of Motor Vehicles, to receive a Commercial Driver License with passenger endorsement.
- Must be able to successfully pass Federal criminal and fingerprint history checks.
- Must be able to pass physical examinations and random drug testing.

SOME ADDITIONAL REQUIREMENTS:

- Must have a pleasant, stable personality, commanding the respect of student riders.
- Must have a relatively flexible schedule during school days.
- State law requires eight hours of in-service training per year in order to get reissuance of school bus driver's license, provided by the MTA.



Manchester Transit Authority Human Resources Management & Planning

110 Elm Street, Manchester, N.H. 03101

EMPLOYMENT APPLICATION

MUST BRING A COPY OF YOUR RECENT MOTOR VEHICLE DRIVING RECORD WITHIN LAST 3 MONTHS.

PLEASE PRINT AND USE INK

We have asked for specific personal information to assist us in evaluating your qualifications. Although you may include a personal resume, you must complete the application in order to be considered for employment with the Manchester Transit Authority (MTA).

You are not required to furnish your Social Security number because it is not essential to processing your application, but you will be required to furnish it if you are employed. Additionally, while you are not required to provide any information on this form, failure to provide information may make it impossible for your application to be properly evaluated. If you refuse to answer any question, please indicate the reason(s) for your refusal. Use Not Applicable (N/A) in spaces where items do not apply.

The Manchester Transit Authority (MTA) is an Equal Opportunity employer committed to its philosophy that all applicants and employees are entitled to equal employment opportunities. It will affirmatively recruit and hire applicants on the basis of their abilities, achievements and experience without regard to race, color, religion, national origin, sex, age, disability, or any other factor unrelated to individual merit or qualification. Applicants will not be discriminated against on the basis of any of these factors, unless an applicable bonafide occupational qualification for the position exists, or where an applicant's disabling condition cannot be reasonably accommodated to the position in question.

Position Desired: _____ Full-time Part-time

1. Name _____ Social Security No. ____/____/____
Last First Middle Maiden

2. Address _____
Number and Street

_____ City County State Zip Code

3. Phone: Home _____ Office _____
Area Code & Number Area Code & Number

4. Are you age 21 or older? Yes No If not, give your date of birth _____

EDUCATION RECORD

5. GED Passed Yes No Date _____ State _____

6. Schools Attended: Please list all education and training.

| LEVEL | Name of School City and State where located | DATES ATTENDED | | | | Did you Graduate? | List Diploma, Degree or Certificate | Major Field |
|---|--|----------------|------|-------|------|---|-------------------------------------|-------------|
| | | FROM | | TO | | | | |
| | | Month | Year | Month | Year | | | |
| HIGH SCHOOL | | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| | | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| COLLEGE OR UNIVERSITY | | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| | | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Vocational, Trade School or Other (Specify) | | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| | | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| | | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| | | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

Special Qualifications (include active technical, professional licenses and numbers, academic or professional awards): _____

Foreign Language(s) Spoken or Read: _____

EMPLOYMENT HISTORY

In the space provided below, give your employment history beginning with your present or most recent employer and list all positions held, including military, part-time summer and any periods of unemployment.

AN EXPLANATION OF ANY PERIOD OF UNEMPLOYMENT MUST BE INCLUDED UNDER ITEM 27 ON PAGE 4.

If more space is required, please attach an additional sheet utilizing the same format.

7. Current or Last Employer _____

Address _____

City _____ State _____ Zip Code _____

Telephone Number _____ From _____ To _____

Area Code & Number _____ Mo _____ Yr _____ Mo _____ Yr _____

Beginning Salary _____ Present Salary _____ per year

Job Title _____

Name & Title of Supervisor _____ May we contact? _____ Yes _____ No _____

Reason(s) you left or would like to leave _____

Briefly describe the nature and duties of your position: _____

8. Previous Employer _____

Address _____

City _____ State _____ Zip Code _____

Telephone Number _____ From _____ To _____

Area Code & Number _____ Mo _____ Yr _____ Mo _____ Yr _____

Beginning Salary _____ per year Final Salary _____ per year

Job Title _____

Name & Title of Supervisor _____ May we contact? _____ Yes _____ No _____

Reason(s) for leaving _____

Briefly describe the nature and duties of your position: _____

9. Previous Employer _____

Address _____

City _____ State _____ Zip Code _____

Telephone Number _____ From _____ To _____

Area Code & Number _____ Mo _____ Yr _____ Mo _____ Yr _____

Beginning Salary _____ per year Final Salary _____ per year

Job Title _____

Name & Title of Supervisor _____ May we contact? _____ Yes _____ No _____

Reason(s) for leaving _____

Briefly describe the nature and duties of your position: _____

10. Previous Employer _____

Address _____

City _____ State _____ Zip Code _____

Telephone Number _____ From _____ To _____

Area Code & Number _____ Mo _____ Yr _____ Mo _____ Yr _____

Beginning Salary _____ per year Final Salary _____ per year

Job Title _____

Name & Title of Supervisor _____ May we contact? _____ Yes _____ No _____

Reason(s) for leaving _____

Briefly describe the nature and duties of your position: _____

MILITARY EXPERIENCE

11. Have you served in U.S. Armed Forces? _____ No _____ Yes From _____ to _____ Final Rank _____

Type of Work _____

PERSONAL DATA

12. Please list three business references (or personal if you have no business references).

| NAME | HOME ADDRESS | OCCUPATION | PHONE |
|------|--------------|------------|------------|
| | | | (H) (W) |
| | | | (H) (W) |
| | | | (H) (W) |

13. Have you ever been discharged (fired) or requested to resign from a former position? Yes _____ No _____
(If yes, please explain) _____

14. Have you ever been an applicant or employee of the Manchester Transit Authority or of the former area bus companies? Yes _____ No _____ (If yes, please complete the following)
Application date: _____ Position: _____ Company _____
Dates of employment: _____ Position: _____ Company _____

15. Do you have any relatives that currently work for the Manchester Transit Authority? Yes _____ No _____ (If answer is yes, please give name(s), relationship(s), and position title(s) in item no. 27.

16. Please indicate source from which you learned of this position. _____

17. Have you ever been convicted for any offense other than a traffic violation? Yes _____ No _____ If yes, please explain in item No. 27 (A conviction does not disqualify you from employment. The nature and circumstances of the offense are considered in evaluating your application.)

DRIVING HISTORY:

(Complete only if position desired involves operating a motor vehicle as a job requirement.)

18. Do you have a commercial driver's license? Yes _____ No _____

19. Drivers License or Chauffeurs License No. _____ 20. State in which issued _____

21. Expiration Date _____ / _____ / _____ 22. When did you receive your first Driver's License? _____ / _____ / _____
MO DAY YR MO DAY YR

23. Has your drivers and/or chauffeurs license ever been suspended or revoked? If yes, when? _____ / _____ / _____
MO DAY YR
For how long? _____ For what reason? _____

24. Have you been charged with vehicle accidents in the past 5 years? Yes _____ No _____

If yes, enter accident information below beginning with the most recent and working back:

| Type of Accident | Date | Place-City, State | Claims or Lawsuits Pending | |
|------------------|------|-------------------|----------------------------|-------------|
| | | | Mine | Other Party |
| a. | | | | |
| b. | | | | |
| c. | | | | |

25. How many traffic convictions have you had in the past 12 months? _____ Past 5 years? _____

AFFIRMATIVE ACTION COMPLIANCE DATA

To assist us in collecting statistics for our Affirmative Action Program, you are invited to complete the questions which follow. You do not have to provide this information if you prefer not to and your decision to respond or not to respond will have no effect on your application or its consideration.

1. EEO Race Category:

- | | |
|---|--|
| <input type="checkbox"/> White, not of Hispanic Origin: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. | <input type="checkbox"/> Asian or Pacific Islander: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, or Samoa. |
| <input type="checkbox"/> Black, not of Hispanic Origin: A person having origins in any of the black racial groups in Africa. | <input type="checkbox"/> American Indian or Alaskan Native: A person having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition. |
| <input type="checkbox"/> Hispanic: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. | |

2. Sex: Male Female

3. If you have a disabling condition and would like to be considered under our Affirmative Action Program, please so indicate. You do not have to provide this information if you prefer not to. If you choose to provide the information, it will be kept confidential except that the appropriate supervisors may be informed regarding any work restrictions or accommodations which are appropriate, and medical personnel advised for purposes of any emergency medical requirements.

Yes No

If yes, please describe any special skills you have and any special adaptations required. _____
