



The Fort Wayne Public Transportation Corporation

801 Leesburg Road
Fort Wayne, Indiana 46808
(260) 432-4977
(260) 436-7729 (fax)

An Equal Opportunity Employer

APPLICATION FOR EMPLOYMENT

Thank you for considering applying for a position with CITILINK. We appreciate the time you are giving to complete this application form. It is important that you fully and accurately complete this form yourself and indicate the position(s) for which you wish to be considered.

BACKGROUND/MVR CHECKS

Citilink will conduct a full background check on all candidates for employment. Citilink will also conduct a motor vehicle record check on all candidates for positions requiring an operator's license.

DRUG AND ALCOHOL SCREENING

CITILINK is committed to maintaining a DRUG-FREE workplace. All offers of employment are contingent upon successful completion of a pre-employment drug/alcohol screen.

Position Applied For: _____

Today's Date: _____

Personal Data

Name: _____ Social Security Number ____ - ____ - ____
Last First Middle

Present Address: _____ Telephone: _____

How long have you lived in the Fort Wayne area? _____ Have you ever worked for Citilink/FWPTC? ____ Yes ____ No

Have you ever worked for another transportation agency or company? ____ Yes ____ No.
If yes, what was the name and location of the agency? _____

Military Experience _____

Education

Circle Highest Grade Completed: Grade/Middle School 1 2 3 4 5 6 7 8 High School 9 10 11 12 Tech. School 1 2

Accredited College 1 2 3 4 Graduate School 1 2 3 4

Table with 4 columns: School Level, Name, Location, Year Graduated. Rows include Grade School, Middle School, High School, Tech, Trade, or Apprentice, and College.

Do you hold a GED? _____

Please list any other special training or schools attended: _____

Personal Information

Would you consent to a pre-employment physical examination at the Company's expense? Yes No

Are you able to perform the essential duties of the job you are applying for with or without reasonable accommodation? Yes No (essential duties are listed in the position description)

If No, describe the duties that cannot be performed: _____

Have you ever been convicted of a felony? Yes No _____

Have you been convicted of any misdemeanors or serious traffic offenses in the past 7 years? Yes No _____

Do you have any moving violations within the past 3 years? Yes No _____

Do you have any relatives employed by this company? Yes No. If so, name _____

Are you able to work any hours, including weekends? _____

How did you hear about this job opening? _____

Applicants for Bus/Van Operators and Maintenance positions shall fill out this section:

As a requirement of employment you may need to be able to obtain and keep a CDL Class A or CDL Class B License depending on your job.

Do you presently have a Class A CDL license? Yes No

Do you presently have a Class B CDL license? Yes No

If yes, do you have points against your license? _____

Do you have a CDL Learner's Permit? Yes No

Employment Experience

Dates (mo./yr.)	Name and Address of Employer	1. Job Title 2. Department/Supervisor	Describe Major Duties	Reason for Leaving
From____ - To_____		1. 2.		
From____ - To_____		1. 2.		
From____ - To_____		1. 2.		
From____ - To_____		1. 2.		
From____ - To_____		1. 2.		
From____ - To_____		1. 2.		
From____ - To_____		1. 2.		

Personal References

List three references other than employers or relatives

Name	Address	Occupation	Telephone Number

In case of emergency, notify:

Name	Address	Relationship	Telephone Number

I understand that employment is subject to the taking of a physical examination by a designated physician, the satisfactory completion of a pre-employment drug and alcohol screen.

I certify that the information I submitted is correct and complete to the best of my knowledge. I understand that any misstatement or omission of fact from this application shall be considered cause for dismissal at the discretion of the company. I authorize the company to make a confidential review of my character and ability including securing any report.

I agree that this application is not intended to create a contract of employment with Citilink.

Date: _____ Applicant Signature: _____