

References

(Former employers only)

Name	Address and Phone	Occupation

Work Experience

Name and Address of Company	Dates	List Your Duties	Final Pay	Reason for Leaving
	Employed			

Education

Name and Address of School Attended	# of years	Studies	Graduate	Deg/Diploma

Notification of Applicant (Please read carefully)

Equal Employment Opportunity

The Benzie Transit Authority is an equal opportunity employer and does not discriminate on the basis of religion, race, color, national origin, age, sex, pregnancy, height, weight, marital status or disability in compliance with state and federal law.

Right to Request Reasonable Accommodation

The Michigan Persons With Disabilities Civil Rights Act requires that you notify the Benzie Transit Authority in writing within 182 days after the date you know or reasonably should have known that an accommodation for a disability will be needed to permit you to perform the duties of the position for which you are applying to pursue a claim alleging a violation of law for failure to make a reasonable accommodation. Written notification of need for reasonable accommodation in the application and interview process and/or any questions or concerns regarding this notice should be directed to the Executive Director of the Benzie Transit Authority at 12762 Honor Hwy

Honor MI 49640

Authorization to Work in the U.S.

Before any applicant to be offered employment can begin work, the person will be required and must be able to verify and document that he or she is authorized to work in the United States according to the requirements of federal law. Any offer of employment made to an applicant is conditioned upon the applicant's completion of this process.

Criminal Records Check

An applicant to be offered employment is required to submit to a criminal records check by state and federal law enforcement agencies, which requires that person to be fingerprinted. Any offer of employment is conditioned upon the applicant's completion of the criminal records check procedures and a review of the results.

Employment Misconduct Check

As required by law, an applicant to be offered employment shall be required to execute an authorization and release for previous employers to provide the Benzie Transit Authority with any information about acts of misconduct by him or her during his or her previous employment with any prior employer. Any offer of employment is conditioned upon the applicant's completion of the employment misconduct check procedures and review of the results.

Pre-employment Medical Examination

An applicant to be offered employment as a bus driver shall be required to submit to a pre-employment medical examination to determine his or her ability to perform the essential functions of the position of employment for which he or she is being considered. Any offer of employment is conditioned upon the completion of and satisfactory results from the pre-employment medical examination.

Truthful Application

The information provided by an applicant on this application or through any written or verbal communication made by the applicant during the applicant and/or review process must be completely truthful and provided without any concealment, misrepresentation, falsehood, evasion or dishonesty of any kind. Any offer of employment is conditioned upon the applicant being completely truthful in the information provided in the application and/or interview process and the continued employment of a person with the Benzie Transit Authority may be terminated if any information provided by the applicant during the application and/or interview process is later found to be false, untruthful, or otherwise constitute concealment, misrepresentation, evasion or dishonesty of any kind.

APPLICANT'S ACKNOWLEDGEMENT AND CONSENT

I, the undersigned applicant acknowledge that I have carefully read all of the notices listed above on this page, and understand that consideration of my application for employment and any offer of employment made to me by the Benzie Transit Authority shall be subject to the conditions specified therein. I acknowledge and understand that I must cooperate fully and completely in providing all materials, information and documentation necessary to complete the application, interview and pre-employment procedures to be considered for employment. Furthermore, I hereby expressly consent to and authorize the Benzie Transit Authority to conduct a pre-employment investigation with respect to my application for employment and the information I have provided during the application and/or interview process related to my application for employment. I hereby expressly consent to and authorize the Benzie Transit Authority to contact and communicate with any persons, employers, associations, businesses, schools, institutions, organizations, agencies, courts or governmental entities to confirm and/or obtain information about me related to consideration for employment and hereby release the Benzie Transit Authority including its

employees and/or agent, and those contacted from any liability for seeking, obtaining and/or providing information about me related to consideration of me for employment by the Benzie Transit Authority. I hereby authorize any and all of my current or former employers to disclose any and all information about my performance while an employee with them, including information about any acts of misconduct by me, to the Benzie Transit Authority and to make available to Benzie Transit Authority copies of all documents in my personnel record maintained by any and all of my current or former employers related to my performance, including any acts of misconduct. I hereby release any and all of my current or former employers and employees acting on their behalf, from any liability for providing information related to my performance, including information about any acts of misconduct by me, and waive any written notice required under Section 6 of the Bullard-Plawecki Employee Right to Know Act, MCL 423.506, with respect to any such disclosure of information by them.

Date: _____ Applicant's Signature _____

Office Use Only

Hire Date _____

Physical Date _____

Completion of Training _____

Criminal History Check _____

Pre-Employment Drug _____

CDL Test Date _____