



Benzie Transportation Authority
14150 US Highway 31
Beulah, Michigan 49617
231-325-3000

Executive Director Application

Date: _____

Legal Name: _____
Last First Middle

Address _____
Street City/State Zip Code

Home Phone _____ Cell Phone _____

E-mail _____

If hired, when can you start? _____

Do you have a reliable means of transportation to get to work? Yes No

Are you 18 years or older? Yes No

(Not Required but,)
Do you currently hold a Commercial Drivers License? Yes No

Class _____ Endorsements _____ Restrictions _____

(Required)
Drivers License # _____

**REFERENCES -
(Former Employers Only)**

Name _____

Address _____

Phone _____ Occupation _____

Name _____

Address _____

Phone _____ Occupation _____

Name _____

Address _____

Phone _____ Occupation _____

**REFERENCES -
(Personal Only)**

Name _____

Address _____

Phone _____ Relationship to Applicant: _____

Name _____

Address _____

Phone _____ Relationship to Applicant: _____

Work Experience

Name of Company _____

Address _____

Dates Employed from _____ to _____ List Your Duties:

Reason for Leaving:

Name of Company _____

Address _____

Dates Employed from: _____ to _____

List Your Duties:

Reason for Leaving:

Name of Company _____

Address _____

Dates Employed from: _____ to _____

List Your Duties:

Reason for Leaving:

1. Do you have Public Transportation experience or similar Government service experience? Please share: 100 words maximum
2. Have you had experience in contracts/legal matters, human resources and working with Boards of Directors? 300 words maximum

3. Have you developed and maintained budgets, financial reporting or auditing? What is your level of spreadsheet competency? 150 words maximum
4. What experience do you have presenting to the public, PR or marketing? 150 words maximum
5. Please share any leadership experiences in organizing and implementing programs: 200 words maximum:
6. Have you managed or led any volunteer or professional organizations? Please share: 200 words maximum
7. Other leadership experiences that qualify you for Executive Director. 200 words maximum

EDUCATION

Name of School, City & State

Did you graduate? Yes No
 Date of graduation: _____ Degrees: _____

Name of School, City & State

Did you graduate? Yes No
 Date of graduation: _____ Degrees: _____

Name of School, City & State

Did you graduate? Yes No
 Date of graduation: _____ Degrees: _____

NOTIFICATION TO APPLICANT – PLEASE READ CAREFULLY

Equal Employment Opportunity

The Benzie Transportation 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 Transportation 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 Transportation Authority at 14150 US Highway 31, Beulah, MI 49617.

Authorization to Work in the U.S.

Before any applicant 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 conditional 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 may require that person to be fingerprinted. Any offer of employment is conditional 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 Transportation Authority with any information about acts of misconduct by him or her during his or her previous employment with a prior employer. Any offer of employment is conditional 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 conditional 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 conditional 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 on the preceding pages, and understand that consideration of my application for employment and any offer of employment made to me by the Benzie Transportation 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 Transportation 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 Transportation 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 Transportation 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 Transportation Authority. I hereby authorize any and all of my current or former employers to disclose and to make available to the Benzie Transportation Authority copies of all documents in my personnel record maintained while an employee with them, including information about any acts of misconduct by me. 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.

Applicants Signature _____

Applicants Printed Name _____

Date _____