

Marble Valley Regional Transit District

165 Spruce Street ▪ Rutland, VT 05701 ▪ Phone: (802)773-3244 ▪ Fax: (802)770-5071 ▪ www.thebus.com

Application for Employment

Position Desired		Date of Application	
PERSONAL INFORMATION			
Last Name		First Name	
Mailing Address	City	State	Zip Code
Phone		Email Address	

Have you previously applied for employment with MVRTD?	☐ Yes ☐ No If yes, please provide date(s):
Have you previously been employed with MVRTD?	☐ Yes ☐ No If yes, please provide date(s):
Are you legally eligible to work in the United States?	☐ Yes ☐ No
What is your availability for work?	☐ Immediately If not immediately, by what date?
What schedule, shifts or days are you available to work? (please select all that apply):	☐ Full Time ☐ Part Time ☐ Per diem ☐ Weekends ☐ Holidays
How did you learn about MVRTD and/or the position for which you're applying?	

EDUCATION - Please provide information regarding current and/or previous education and certifications and/or attach a resume in addition to or in lieu of section, if available:			
Level	School and State	Course of Study	Diploma/Degree/Certification
High School			
Undergraduate College/University			
Graduate			
Certifications			

EMPLOYMENT - Please list your current and previous employers and/or attach a resume in addition to or in lieu of section, if available:			
Company/Agency	Location	Position	Dates of Employment

OTHER QUALIFICATIONS - Please briefly summarize job-related skills and qualifications:

REFERENCES - Please provide 3 references who are not related to you, at least 2 of whom are current or former employment references:			
Name	Company/Agency	Position	Relationship

Please read the following carefully before signing:

Marble Valley Regional Transit District (MVRTD) is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, sex, pregnancy, age, disability, sexual orientation, gender identity, genetic information, HIV-positive status, ancestry, place of birth, citizenship status, veteran/military status, crime victim status, or any other characteristic protected by federal, state or local laws. This policy applies to all of MVRTD's employment practices, including, but not limited to recruitment, hiring, job assignment, training, promotion, compensation, benefits, discipline, termination, and all other terms and conditions of employment.

I understand and acknowledge that neither completion of this application nor any other part of my consideration for employment establishes any obligation for MVRTD to hire me. I further understand and acknowledge that, if hired, my employment relationship with MVRTD would be "at will," which means that either MVRTD or I can terminate my employment at any time and for any reason, with or without cause and with or without prior notice. I understand that no representative of MVRTD has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to MVRTD true and complete information on this application and any attached supplemental materials, and that no requested information has been concealed. I authorize MVRTD to contact the references provided for employment reference checks. If any information I have provided is false, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate termination of employment.

Signature of Applicant:	
Printed Name of Applicant:	Date:

For Human Resources Use Only	
Offer/Arrange Interview: Notes:	☐ Yes ☐ No If yes, please provide date(s):
References Contacted: Notes:	☐ Yes ☐ No
Employment Offered: Notes:	☐ Yes ☐ No If yes, please state position: ☐ Full Time ☐ Part Time
If employment offered and accepted:	Start Date: Rate of Pay: Schedule/Hours: ☐ Pre-employment drug test scheduled:
If employment offered and accepted, candidate given:	☐ Job Description ☐ Employment paperwork (form I-9, W4, etc.) ☐ Offer Letter ☐ Background Check Consent Form(s)