

# Rural Community Transportation, Inc.

1677 Industrial Parkway ▪ Lyndonville, VT 05851 ▪ Phone: (802)748-8170 ▪ Fax: (802)748-5275 ▪ <http://riderct.org>

## Application for Employment

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

Have you previously applied for employment with RCT?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide date(s):
Have you previously been employed with RCT?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide date(s):
Are you legally eligible to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is your availability for work?	<input type="checkbox"/> Immediately If not immediately, by what date?
What schedule, shifts, or days are you available to work? (please select all that apply):	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Per diem <input type="checkbox"/> Weekends <input type="checkbox"/> Holidays
How did you learn about RCT and/or this position?	
Were you referred by a current RCT employee? <input type="checkbox"/> No <input type="checkbox"/> Yes If so, name of employee:	

<b>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:</b>			
Level	School and State	Course of Study	Diploma/Degree/Certification
High School			
Undergraduate College/University			
Graduate			
Certifications			

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

<b>OTHER QUALIFICATIONS - Please briefly summarize job-related skills and qualifications:</b>

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:**

Rural Community Transportation, Inc. (RCT) 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 RCT’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 RCT to hire me. I further understand and acknowledge that, if hired, my employment relationship with RCT would be “at will,” which means that either RCT 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 RCT has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to RCT true and complete information on this application and any attached supplemental materials, and that no requested information has been concealed. I authorize RCT 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:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide date(s):
References Contacted: Notes:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Employment Offered: Notes:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please state position: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
If employment offered and accepted:	Start Date: _____ Rate of Pay: _____ Schedule/Hours: _____ <input type="checkbox"/> Pre-employment drug test scheduled:
If employment offered and accepted, candidate given:	<input type="checkbox"/> Job Description <input type="checkbox"/> Employment paperwork (form I-9, W4, etc.) <input type="checkbox"/> Offer Letter <input type="checkbox"/> Background Check Consent Form(s)