



PTM Paratransit of Tucson, Inc.

3401 E Ajo Way

Tucson, AZ 85713

PERSONAL INFORMATION

Please print & read carefully and answer all questions. Any omissions of information may cause this application to be rejected

Date of Application: _____ How did you learn about this job? _____
Last Name: _____ First Name: _____
Street Address: _____ Telephone No. () _____
City _____ State _____ Zip _____
Have you resided at this address for three or more years? [] Yes [] No
Can you upon employment provide Sun Van with proof of legal right to work for Sun Van in the US? [] Yes [] No
Have you ever applied for employment with this Company before? [] Yes [] No
Have you ever been previously employed with this Company before? [] Yes [] No
The question below must be answered before your application will be considered complete. If an answer to these questions is "yes", please attach separate sheet of paper giving full particulars. A conviction or incarceration will not necessarily or automatically bar you from employment with Sun Van. All cases will be considered separately based on the facts.
During the past ten years, have you served a sentence in jail or prison or been convicted of a misdemeanor or felony? [] Yes [] No
If yes, explain: _____
Are you currently on Probation? [] Yes [] No

What position are you applying for? _____
When can you start work? _____
Are you available to work [] Full-Time [] Part-Time [] Shift Work [] Temporary
Will you work any shift? [] Yes [] No If yes, shift preferred _____ If no, shift you will work _____
Can you work weekends? [] Yes [] No
Languages you speak: _____ Read: _____ Write: _____
Machines Operated: _____
Typing Skills? _____ Shorthand Speed? _____
Other Skills? _____



Driver Data

The Federal Motor Carrier Safety Regulation requires Sun Van Operators and Utility Workers to be at least 21 or more years of age. Federal Motor Carrier Safety Regulation states that date of birth must be on this application.

IF APPLYING FOR VAN OPERATOR OR UTILITY WORKER POSITION:

Are you at least 21 years old? Yes No

Date of Birth _____ Driver's License No: _____

According to the Federal Motor Carrier Safety Regulation 391.43 operators are required to complete a physical examination. Sun Van is a Drug Free Work Place. All employees are required to take and pass a drug and alcohol test.

Have you worked in a safety sensitive position subject to US Department of Transportation drug & alcohol testing rules either at your last employer or at any time in the past two years?

Yes No

If Yes: Have you tested positive or refused to test for any US DOT required drug or alcohol test in the past two years ?

Yes No

Driver Licenses (list all unexpired motor vehicle licenses or permits you have held in the past three years)

State	License Number	Class	Expiration Date

DRIVING EXPERIENCE (Class of Equipment):

Bus Mini-Bus Van Other _____

ACCIDENT RECORD FOR PAST THREE YEARS:

	Date	Nature of Accident	Injuries	Fatalities	Was either party ticketed?
Last Accident					
Next Previous					
Next Previous					

TRAFFIC CONVICTIONS AND FORFEITURES FOR THE PAST 3 YEARS (OTHER THAN PARKING VIOLATIONS):

Location	Date	Description

Have you ever been convicted of driving while intoxicated (DWI) or driving under the influence (DUI)? Yes No

When? _____

Have you ever been convicted of any other major traffic violation such as reckless driving, etc? Yes No

If yes, identify violation and when occurred: _____

Explain: _____

Has any driving license, permit, or privilege ever been suspended or revoked? Yes No

Explain: _____

Note: Drivers must be insurable and meet the provisions and requirements of the Company and its Insuring agency. Therefore all applicants' driving records must be taken into consideration. If employed, the employee must provide a driving record for a period of 39 months prior to employment which will be part of the employee's company record for driving purposes.

If employed, the employee's motor vehicle record will be regularly reviewed. The Company's Insuring agency counts accidents and moving violations both on and off the job. The employee's complete driving history is taken into consideration for Insurability



EDUCATION

ENTER MILITARY SERVICES UNDER EDUCATION, AND INDICATE ANY SPECIAL SKILLS OR TRAINING RECEIVED

Education Elementary	City - State	Years Completed	Grade Average	Major Field of Study	Degree, Diploma Certificate
High School		9 10 11 12			
College or University		1 2 3 4			
Commercial or Business		1 2 3 4			
Graduate or Other		1 2 3 4			

List courses you are currently taking: _____

Do you have a professional trade license or equivalent? Yes No Type? _____ Expiration Date: _____

EMPLOYMENT RECORD

Other names which employment may be verified: _____. Are you currently employed? Yes No

One of the company's pre-employment steps is to contact your previous employers.

May we contact your present employer? Yes No

Give full particulars as required below for the past 10 years, starting with your most recent employment. If not continually employed, indicate periods of unemployment.

Company Name/Address	Dates Employed Month Year	Base Rate of Pay	Type of Work Performed	Reason for Leaving
	From:	\$		
	To:	Per Hour		
Telephone No.			Supervisor	
	From:	\$		
	To:	Per Hour		
Telephone No.			Supervisor	
	From:	\$		
	To:	Per Hour		
Telephone No.			Supervisor	
	From:	\$		
	To:	Per Hour		
Telephone No.			Supervisor	
	From:	\$		
	To:	Per Hour		
Telephone No.			Supervisor	



What did you like most about your previous jobs? _____

What did you like least? _____

AIMS

Please state in your own words why you think you would like to work for Sun Van: _____

What are your expectations from Sun Van: _____

What are your job related plans for the future? _____

ACTIVITIES

Please list job-related organizations, clubs, professional societies, or other associations to which you belong to – you may omit those which indicate your race, religious creed, color, national origin, ancestry, sex, sexual preference, gender identity, disability or age.



PERSONAL REFERENCES

List two references (not relative or former employer) that you have known for at least five years

Name	Address or Email	Telephone No.	Occupation

I authorize investigation of all statements made in this application and hereby authorize previous employers, personal references, and other persons to give any and all information regarding employment, educational background or any other lawful information.

I understand any false statements, omissions, or misrepresentations appearing on this or any other employment form or medical information/examination form will sufficient reason not to hire me, and if discovered after employment, will be sufficient reason for dismissal.

I understand that an employment physical examination including a drug/alcohol test may be required. I understand that failure to take or pass a required physical examination and/or drug/alcohol test may be a determining factor in obtaining employment and may be sufficient cause for dismissal from the company if I have been employed. I further agree to submit to a potential physical examination, or a drug/alcohol test when required in accordance with any law. I understand that a drug/alcohol test when requested by management during the course of my employment is condition of continued employment.

If employed, I will abide by the existing rules of the Company and any rules and regulation as any become effective while employed, and my employment may be terminated, with or without cause, and with or without notice in accordance with any laws or labor contract at any time at the lawful option of the Company..

Except in connection with my job duties of the Company, I agree that, during the term of my employment with the Company and thereafter, I will neither reveal any confidential information to persons outside the Company nor use such confidential information on my behalf or that of any other.

I certify that all the information furnished on this form was furnished by me, is true, complete, and correct to the best of my knowledge.

Signature

Date

Sun Van is an Affirmative Action Equal Opportunity Employer



Equal Opportunity Survey

Dear Applicant:

Sun Van is an equal opportunity employer. Qualified applicants are considered for employment without regard to race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation or any other classification protected by federal, state or local law or any non-related job criteria.

To help us comply with federal equal opportunity record keeping requirements, all applicants are asked to voluntarily answer the questions on this survey. In addition, the information you provide will assist us in ensuring that our recruitment efforts are reaching all areas in the community and that all protected classes are represented in our application population. The information provided is used solely for affirmative action obligations and in accordance with the American's with Disabilities Act. Refusal to provide this information will not subject you to any adverse employment action.

THIS VOLUNTARY SURVEY WILL BE KEPT IN A CONFIDENTIAL FILE SEPARATE FROM THE ATTACHED EMPLOYMENT APPLICATION. THANK YOU.

Name _____

Date of application _____

Title of the position for which your are now applying _____

Please check your age category: 18-20 _____ 21-39 _____ 40-70 _____ over 70 _____

Please indicate applicable veteran status:

Veteran _____ Non Veteran _____

Are you disabled per the definition that follows? _____ Yes _____ No

An individual is considered to have a "disability" if that individual (1) has a physical or mental impairment which substantially limits one or more of that person's major life activities, (2) has a record of such impairment, or (3) is regarded as having such impairment.



Equal Opportunity Survey

o Gender: (Circle appropriate response) Male Female

RACE/ETHNICITY:

(Please check one of the descriptions below corresponding to the ethnic group with which you most identify.)

Hispanic or Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino) – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino) – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino) - All persons who identify with more than one of the above five races.

How did you learn of the job opportunity for which you are applying?

Sun Van Job Posting

Telephone Inquiry

Sun Van Employee

Friend or Relative

Community Service Agency

Newspaper Advertisement

Website

Other

Date Completed _____