



Transit Management of Alexandria, Inc.
Employment Application
Equal Opportunity Employer

RETURN TO: Alexandria Transit Company (DASH), 3000 Business Center Drive, Alexandria, VA 22314

INSTRUCTIONS: Please print the requested information in the spaces below. Incomplete or unsigned applications will NOT be considered. A resume will not substitute for the information requested.

Position applying for: (Please specify one only) Bus Driver Mechanic Service Worker
Other (Specify)

Are you seeking: Full-time Part-time Note: Driving requires varied work hours.

Date of application: Date available:

Name: Last First Middle Maiden

Social Security Number:

Address: Number/Street Apt. # City State Zip Code

Telephone: Home: Cell:

Person to contact in case of an emergency: Telephone:

EDUCATION

High School/GED: Name City/State Diploma: Years Completed:

College: Name City/State Diploma: Years Completed:

Major/Degree In:

Vocational/Trade School: Name City/State Certificate: Yes No

List any major accomplishments, awards or training you have received:

Three horizontal lines for listing accomplishments, awards, or training.

List all other names, if any, used on employment or educational records: \_\_\_\_\_

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Have you ever been convicted as an adult for a law violation (excluding minor traffic violations)? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, explain by giving full details and dates: \_\_\_\_\_

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A conviction will not automatically disqualify you from consideration. We will consider the nature of the offense in relation to the job for which you are applying. We will also consider your record since the offense.

Federal law requires an answer to the following question. If you are not a U. S. Citizen, are you legally eligible for employment in the United States?

\_\_\_\_\_ Yes \_\_\_\_\_ No. Give the number of your permanent resident card or work permit number or another form of documentation:

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Have you been employed by a bus or truck company in the past ten (10) years? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please list name and address of company and your position: \_\_\_\_\_

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Type of work performed? \_\_\_\_\_

Do you have a current Commercial Driver's License (CDL) \_\_\_\_\_ Yes \_\_\_\_\_ No or CDL Learner's Permit \_\_\_\_\_ Yes \_\_\_\_\_ No

License Number: \_\_\_\_\_ State/District: \_\_\_\_\_ Endorsements: \_\_\_\_\_

Are there any points against your license? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, how many? \_\_\_\_\_

Effective April 1, 1992, a Commercial Driver's License is required by Federal law in the operation of a transit vehicle. Federal law requires that all Commercial Motor Vehicle Operators who drive across state lines must be at least 21 years of age.

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I hereby certify that all entries and attachments are true. I authorize TMA (operating as Alexandria Transit Company a.k.a. DASH) to obtain data from medical, credit, education, employment and conviction records to support my job application and I understand that all information provided here is subject to verification. I agree that any falsification is grounds for dismissal.

I understand that I may be required to pass various job-related examinations in order to be considered for employment and that I must successfully complete a physical examination prior to my employment being official and complete. I also understand that if I am employed by Transit Management of Alexandria I am required to serve a probationary period during which time my performance will be evaluated and I may be terminated if my conduct or performance is not fully satisfactory.

I understand that all offers of employment must be made conditional upon proper documentation and completion, background and reference checks and training program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Applicants must complete all pages. Incomplete applications will not be processed. A resume will not substitute for the information requested.**

List all work experience including any significant volunteer experience in the last five (5) years. Begin with your present or most recent employer. Include military service. You may attach a separate continuation sheet if needed.

**WORK HISTORY**

Job Position \_\_\_\_\_ From Mo/Year \_\_\_\_\_ to Mo/Year \_\_\_\_\_

Employer \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Starting salary \_\_\_\_\_ Final salary \_\_\_\_\_ F/T \_\_\_\_\_ P/T \_\_\_\_\_ Hours per week \_\_\_\_\_

Supervisor's name and title \_\_\_\_\_

Reason for wanting to leave \_\_\_\_\_

In your own words describe your work and responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Job Position \_\_\_\_\_ From Mo/Year \_\_\_\_\_ to Mo/Year \_\_\_\_\_

Employer \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Starting salary \_\_\_\_\_ Final salary \_\_\_\_\_ F/T \_\_\_\_\_ P/T \_\_\_\_\_ Hours per week \_\_\_\_\_

Supervisor's name and title \_\_\_\_\_

Reason for leaving \_\_\_\_\_

In your own words describe your work and responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Job Position \_\_\_\_\_ From Mo/Year \_\_\_\_\_ to Mo/Year \_\_\_\_\_

Employer \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Starting salary \_\_\_\_\_ Final salary \_\_\_\_\_ F/T \_\_\_\_\_ P/T \_\_\_\_\_ Hours per week \_\_\_\_\_

Supervisor's name and title \_\_\_\_\_

Reason for leaving \_\_\_\_\_

In your own words describe your work and responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TRANSIT MANAGEMENT OF ALEXANDRIA, INC.  
AFFIRMATIVE ACTION DATA FORM**

Transit Management of Alexandria, Inc. has an Affirmative Action program to ensure equal employment opportunity. Applicants are considered for all positions without regard to race, color, religion, national origin, sex or age (except where sex or age is a bonafide occupational qualification), marital status, veteran status, or the presence of a non-job-related medical condition or handicap. We are asking you to help us measure the effectiveness of this program by answering the questions below.

The information collected will be used for statistical purposes only. This form will not remain with your application, nor will it in any way bar you from employment consideration. If you have any questions, comments, suggestions or complaints about the employment or promotion process, please contact the Alexandria Transit Company's administrative offices at 703-746-3274.

Position applied for: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle Initial Maiden

Sex: \_\_\_\_\_ Male \_\_\_\_\_ Female Birth Date: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Month Day Year

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Ethnic Origin (Please check one):

Note: Ethnic origin is defined by the Federal Equal Employment Opportunity Commission as follows:

- \_\_\_\_\_ 1. White – (Not of Hispanic origin) – Persons having origins in any of the original peoples of Europe, North Africa or the Middle East (includes all countries within the Arabian peninsula; excluding countries within the Indian Subcontinent).
- \_\_\_\_\_ 2. Black – (Not of Hispanic origin) – persons having origins in any of the black racial groups of Africa.
- \_\_\_\_\_ 3. Hispanic – Persons having origins in the original peoples of Spain and persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- \_\_\_\_\_ 4. Asian or Pacific Islanders – Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Island.
- \_\_\_\_\_ 5. American Indian or Alaskan Native – Persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.

Disability: \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, please describe briefly your disability or handicap: \_\_\_\_\_  
\_\_\_\_\_

Veteran: \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, check here \_\_\_\_\_ if you are a Vietnam Era Veteran (served on active duty for more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975 and were discharged with other than a dishonorable discharge).

How did you learn about the job for which you are applying?

\_\_\_\_\_ Walk in \_\_\_\_\_ Washington Post \_\_\_\_\_ Employment Guide \_\_\_\_\_ VEC job information

\_\_\_\_\_ Other (Specify) \_\_\_\_\_ DASH Employee (Name) \_\_\_\_\_