



Employment Application Form

san bernardino county
transportation authority

Return this form to:
Human Resources
1170 W. 3rd Street, 2nd Floor
San Bernardino, CA 92410

The successful applicant may be required to take a pre-employment drug test.
SBCTA reserves the right to **reject any application** due to failure to complete all items on this application.
Please print clearly all information on the application.

Position You are Applying For: Note: If applying for more than one position, use a separate application for each position	
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Your Contact Information

Your Social Security Number:			
Your Name:			
	Last	First	MI
Your Mailing Address:	Street Address		Apt. No.
	City	State	Zip Code
Your Telephone Number:			
	Home Phone (with area code)	Business/Message Phone (with area code)	
Your email address:			

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Personal Information

What type of position(s) will you accept?	Full-time	Temporary or recurrent	Part-time
Bilingual skills (languages other than English in which fluent: Indicate whether you can write and/or speak the languages(s). _____			
If this position requires typing skills, please indicate your typing speed (wpm): _____ Words Per Minute			
Other names you have used: _____			

FOR OFFICIAL USE ONLY (Do not write in this space.)	
<input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible Reason:	

EXPERIENCE

Provide employment history starting with your current or most recent job. Attach a sheet of paper if additional space is needed. Only jobs listed will be considered in determining your eligibility. **This section must be fully completed.**

From: _____ Mo/Day/Yr	Title of Your Current Position	Reason for Leaving
To: _____ Mo/Day/Yr		
Company Name		Phone
Address	City State Zip	OK to contact? Yes No
Supervisor's Name & Title		Monthly Salary Hours Per Week
Description of Duties		

From: _____ Mo/Day/Yr	Title of Position	Reason for Leaving
To: _____ Mo/Day/Yr		
Company Name		Phone
Address	City State Zip	OK to contact? Yes No
Supervisor's Name & Title		Monthly Salary Hours Per Week
Description of Duties		

From: _____ Mo/Day/Yr	Title of Position	Reason for Leaving
To: _____ Mo/Day/Yr		
Company Name		Phone
Address	City State Zip	OK to contact? Yes No
Supervisor's Name & Title		Monthly Salary Hours Per Week
Description of Duties		

EXPERIENCE (continued)

Provide employment history starting with your current or most recent job. Attach a sheet of paper if additional space is needed. Only jobs listed will be considered in determining your eligibility. **This section must be fully completed.**

From: _____ Mo/Day/Yr	Title of Position	Reason for Leaving
To: _____ Mo/Day/Yr		
Company Name		Phone
Address _____ City _____ State _____ Zip _____		OK to contact? Yes _____ No _____
Supervisor's Name & Title		Monthly Salary _____ Hours Per Week _____
Description of Duties		

From: _____ Mo/Day/Yr	Title of Position	Reason for Leaving
To: _____ Mo/Day/Yr		
Company Name		Phone
Address _____ City _____ State _____ Zip _____		OK to contact? Yes _____ No _____
Supervisor's Name & Title		Monthly Salary _____ Hours Per Week _____
Description of Duties		

Education

High School/GED (Name)	Did you graduate? Yes _____ No _____	List any specialized vocational training completed after high school:	
Undergraduate College or University (Name)	Did you graduate with a degree? Yes _____ No _____ Major area of study:	What degree did you receive?	If you did not graduate, list units completed:
Graduate College or University (Name)	Did you graduate with a degree? Yes _____ No _____ Major area of study:	What degree did you receive?	If you did not graduate, list units completed:
Use this space to list any additional licenses, courses, training, or education related to the position that you are applying for that were not listed above.			
<p>CERTIFICATE OF APPLICANT: I certify that all statements made in this application, including any attachments, are true and complete to the best of my knowledge. I understand that any false statements of material facts will subject me to disqualification or dismissal. I understand that three professional references will be requested from the applicant selected to fill the position and checked prior to hire.</p>			
Name (please print)	Signature	Date	

SAN BERNARDINO COUNTY TRANSPORTATION AUTHORITY

THIS SECTION IS VOLUNTARY. DO NOT INCLUDE YOUR NAME.

Please complete this section for statistical purposes. It will be detached from your application and the information will not be used to make any employment decision that affects you.

Position applied for: _____

Sex: Female Male **Age Group:** Under 40 40 or over

Education: Indicate the highest year completed:

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

Did you graduate from high school?	Yes	No - If "No", did you receive a GED?	Yes	No
Did you attend a Junior College?	No	Yes – If "Yes", did you graduate?	Yes	No
Did you attend a 4-Year College/University?	No	Yes – If "Yes", did you graduate?	Yes	No

Race/Ethnic Category (Check one):

White (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, the Middle East, or the Indian Subcontinent.

Black (not of Hispanic origin): All persons having origins in any of the black racial groups.

Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

Asian or Pacific Islanders: All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

American Indian or Alaska Native: All persons having origins in any of the original peoples of North America.

Please help us by indicating how you learned of this position availability:

Referral (Name of Person): _____

Newspaper Ad in (Name of Newspaper): _____

Employment Publication (Name of Publication): _____

Internet (Website Address): _____

Professional Publication (Name of Publication): _____

Other: _____

Thank you!

SBCTA Employment Application

1/17

Faxed or unsigned copies of this application cannot be accepted.

Page 4 of 4