

LONG BEACH TRANSIT

1963 E. Anaheim Street, Long Beach, CA 90813 (562) 591-8753 www.lbtransit.com

Dear Applicant:

Thank you for submitting your resume for consideration with Long Beach Transit. Please complete the attached application as resumes will not be accepted in lieu of a completed application.

For information regarding our current openings, please see our website at: www.lbtransit.jobinfo.com to select the position you would like to apply for. **Please submit a current H6 printout (no more than 30 days old) of your DMV driving record for all positions which require one.**

Please bring or mail your completed application and printout to : Long Beach Transit 1963 E. Anaheim Street, Long Beach, CA 90813 for consideration. Incomplete applications are subject to disqualification.

Thank you for your interest in Long Beach Transit.

Sincerely,

Human Resource Department
Long Beach Transit
1963 E. Anaheim Street
Long Beach, CA 90813

ATTENTION APPLICANT!!!

YOU MUST COMPLETE ALL INFORMATION ON YOUR APPLICATION. ALL QUESTIONS MUST BE ANSWERED.

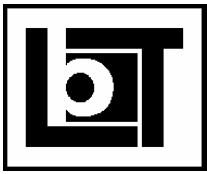
Provide a full 10 year employment history accounting for all time.

- ⇒ All Jobs (part time and full time)
- ⇒ Periods of unemployment
- ⇒ Education, etc.

INCOMPLETE APPLICATIONS WILL BE SUBJECT TO DISQUALIFICATION!

EXAMPLE BELOW

From Mo/Yr. 9/1999	To Mo/Yr. Present	Total No. Yrs. 5	Exact Title of Position: Sales Clerk
Name and Address of Employer: ABC Company		Your Duties: Assist customers with products	
1234 Main Street, Anytown, USA		in the store, use cash register,	
Phone No. (215) 555-1234		and stock merchandise.	
Name and Title of Supervisor: John Doe-Manager			
Reason for Leaving: Looking for better benefits.		Number Supervised 0	Starting Rate \$6.75 <input type="checkbox"/> Hourly <input type="checkbox"/> Weekly
			Final Rate \$8.75 <input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Weekly
From Mo/Yr. 3/1996	To Mo/Yr. 8/1999	Total No. Yrs. 3	Exact Title of Position: Customer Service Rep
Name and Address of Employer: ACME Gym		Your Duties: Greet customers and provide	
1235 Main Ave, Anytown, USA		them with information on the gym.	
Phone No. (215) 555-1235		Register guests.	
Name and Title of Supervisor: Mary Doe Supervisor			
Reason for Leaving: Accepted position with ABC		Number Supervised 0	Starting Rate \$5.65 <input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Weekly
			Final Rate \$6.50 <input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Weekly



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Employment Application

PLEASE PRINT IN INK. INCOMPLETE OR ILLEGIBLE APPLICATIONS ARE SUBJECT TO REJECTION.

Position applied for: _____ Date: _____

Name: _____
Last First Middle

Address: _____
Number Street

City State Zip

Home Telephone No.: _____ Work No.: _____

Cell No.: _____ Social Security No.: _____

Have you ever filed an application here before? Yes No If yes, give date: _____

List other names or nicknames you are known by which are necessary for verifying work and educational records _____

Are you at least 18? (Proof of age and work permits may be required prior to hiring) Yes No

Are you applying for full-time work? part-time work? If hired, on what date can you start? _____

Will you accept shift, evening, and weekend work? Yes No

Would you be able to work overtime, if necessary? Yes No

Have you ever worked for Long Beach Transit before? If yes, when? _____ Yes No

Do you have relatives working for Long Beach Transit? Yes No

If yes, state name, relationship, and position: _____

If referred by a current Long Beach Transit employee, please provide name: _____

If hired, can you submit verification of your legal right to work in the US? Yes No
(Proof of identity and legal authority to work in the U.S. is a condition of employment)

Have you ever been terminated or asked to resign from a position? Yes No

If yes, explain: _____

Answering yes to the questions below will not necessarily disqualify you from employment.

Are you currently charged with an unresolved criminal charge (a charge which has not yet resulted in a plea, trial, or dropping the charge) for which you are now out on bail or on your own recognizance pending trial? Yes No

Have you ever been convicted of, or pleaded guilty or "no contest" to a crime? Yes No
Do not identify convictions where the criminal record has been expunged, sealed, or eradicated; misdemeanor convictions for which probation was successfully completed and the case was judicially dismissed, or misdemeanor marijuana-related convictions that occurred over two years ago.

If yes, describe the nature of the crime(s), the date and place of the conviction(s), and the outcome: _____

High School/College	Address	Yrs. Completed	Graduate?	Degree/Diploma
			Yes <input type="checkbox"/> No <input type="checkbox"/>	
			Yes <input type="checkbox"/> No <input type="checkbox"/>	
			Yes <input type="checkbox"/> No <input type="checkbox"/>	

Are you currently employed? Yes No

May we contact your current employer? Yes No

If no, explain _____

List your work history for the past 10 years. Begin with your most recent experience and work backwards. Be sure to account for all periods of time including any periods of unemployment. This section must be filled out even if you submit a resume.

From Mo/Yr.	To Mo/Yr.	Total No. Yrs.	Exact Title of Position:			
Name and Address of Employer:			Your Duties:			
Phone No. ()						
Name and Title of Supervisor:						
Reason for Leaving:			Number Supervised	Starting Rate	<input type="checkbox"/> Hourly <input type="checkbox"/> Weekly	Final Rate <input type="checkbox"/> Hourly <input type="checkbox"/> Weekly
From Mo/Yr.	To Mo/Yr.	Total No. Yrs.	Exact Title of Position:			
Name and Address of Employer:			Your Duties:			
Phone No. ()						
Name and Title of Supervisor:						
Reason for Leaving:			Number Supervised	Starting Rate	<input type="checkbox"/> Hourly <input type="checkbox"/> Weekly	Final Rate <input type="checkbox"/> Hourly <input type="checkbox"/> Weekly
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Name and Address of Employer:			Your Duties:			
Phone No. ()						
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Reason for Leaving:			Number Supervised	Starting Rate	<input type="checkbox"/> Hourly <input type="checkbox"/> Weekly	Final Rate <input type="checkbox"/> Hourly <input type="checkbox"/> Weekly

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Name and Address of Employer:			Your Duties:			
Phone No. ()						
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Reason for Leaving:			Number Supervised	Starting Rate	<input type="checkbox"/> Hourly <input type="checkbox"/> Weekly	Final Rate <input type="checkbox"/> Hourly <input type="checkbox"/> Weekly
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Name and Address of Employer:			Your Duties:			
Phone No. ()						
Name and Title of Supervisor:						
Reason for Leaving:			Number Supervised	Starting Rate	<input type="checkbox"/> Hourly <input type="checkbox"/> Weekly	Final Rate <input type="checkbox"/> Hourly <input type="checkbox"/> Weekly
From Mo/Yr.	To Mo/Yr.	Total No. Yrs.	Exact Title of Position:			
Name and Address of Employer:			Your Duties:			
Phone No. ()						
Name and Title of Supervisor:						
Reason for Leaving:			Number Supervised	Starting Rate	<input type="checkbox"/> Hourly <input type="checkbox"/> Weekly	Final Rate <input type="checkbox"/> Hourly <input type="checkbox"/> Weekly

Please explain fully any gaps in your employment history:

Do you have any other experience, training, qualifications, or skills that you feel make you specially suited for work at Long Beach Transit? Yes No If yes, please explain: _____



**Fill out this section if you would be driving
a company vehicle in the course of your employment.**

Have you had a valid driver's license for two (2) or more years?..... Yes No

Have you ever been denied a license, permit, or privilege to operate a motor vehicle?..... Yes No

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

Have you held a valid driver's license in any state other than California?..... Yes No

If yes, please list states and dates: _____



PLEASE READ CAREFULLY

Initial _____	I declare under penalty of perjury that the information contained in this application and any other resume or documentation submitted is true, correct, and complete. Any misstatements or omissions on this document or any document used to secure employment may make me ineligible for employment, or if employed, subject to discharge.
Initial _____	<p>I understand that that the company may conduct a background investigation including verifying the statements and information contained in this application. Additionally, the company may also contact my former employers. I authorize all persons and/or organizations including my current and former employers to provide any and all information requested by the company concerning me. Additionally, I hereby release all such parties from liability for damages that may result in disclosing any such information to the company.</p> <p>I further understand that the company may obtain public records about me as part of the background investigation and that I may waive my right to receive a copy of such Public Records by checking the box to the right. <input type="checkbox"/></p>
Initial _____	I understand that the company reserves the right to require me to submit to a pre-employment drug/alcohol test. I understand that any offer of employment may be contingent upon passing a medical examination and I consent to such testing and examination.

I certify that this application was completed by me.	
_____	_____
Date	Signature

JOB SOURCE INFORMATION

Today's Date: _____

Applicant Name: _____

Position applying for: _____

Please indicate where you learned of this job vacancy:

- Job Flyer Posted
- State Employment Office
- Professional Journal or Publication (Please Specify) _____
- College Placement Services (Please Specify School) _____
- Friend or Relative
- Internet (Please specify website) _____
- Los Angeles Times
- Orange County Register
- Grunion Gazette
- Downtown Gazette
- Chinese American Daily News
- Asian Journal
- Employment Guide
- Suc Song Newspaper
- Thoi Luan Newspaper
- Serey Pheap Cambodian Newspaper
- Nguoi Viet Daily News
- Rafu Shimpo Newspaper
- Khaosod USA Thai Newspaper
- American Print Media
- The Press Telegram
- Newspaper not listed (Please Specify) _____

Signature: _____

HR Use Only:

Sel:	Boss:	Int:	HD:
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