



Capital Area Rural Transportation System

Headquarters Office
5300 Tucker Hill Ln
Cedar Creek, TX 78612

Mailing Address
P.O. Box 6050
Austin, TX 78762

RideCARTS.com

APPLICATION FOR EMPLOYMENT

Capital Area Rural Transportation System (CARTS) is a public agency and a provider of public transit.

It is CARTS policy to provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability, genetic information or any other characteristic protected by state, federal, or local law.

Please fill out application form completely.

NAME: _____
 First Name Middle Name Optional Last Name

MAILING ADDRESS: _____
 No. & Street City State Zip Code

DAYTIME PHONE: _____ EMAIL ADDRESS (if routinely used): _____

List any other names used if different from name on this application: _____

POSITION APPLYING FOR: _____ DATE AVAILABLE: _____

In which County or City would you like to work? _____

- CARTS provides services in nine counties: Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Travis, & Williamson

What type of employment are you seeking? (mark all that apply) Full-Time Part-time

Are you available to work on weekends? Yes No Limited

How did you first learn of this job opening? Telephone Walk-in RideCARTS.com
Job Fair WorkInTexas.com Workforce Employment Comm./Solutions Newspaper/Site
Recruitment Poster/Flyer Other: _____

Have you previously worked for CARTS? Yes No

If employment is offered, can you provide verification of your legal right to work in the United States?
For example, a birth certificate, social security card, passport, or other documents. Yes No

Have you ever been convicted of a felony or subjected to deferred adjudication on a felony charge? Yes No

If "Yes", give the nature of the offense, location, and date. (An affirmative response will not necessarily disqualify you from being considered for employment.)

Are you at least 21 years of age? Yes No
(not a requirement for all positions)

Date Received: ___ / ___ / ____
Location Recv: _____

Have you ever tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which you applied for (but did not obtain) a safety-sensitive position covered by DOT agency drug and alcohol testing rules during the past two years? Yes No

Driver License No.: _____ **State Issued:** _____ **Class:** _____ **Endorsement(s):** _____
List, if any

Office Skills (applicable to the position for which you are applying)

List all office skills you possess that may be applicable to the position for which you are applying.

For example, types of software (and proficiency), computer equipment and hardware, typing skills, 10-key/calculator, machines, and other office equipment.

Other KSA (Knowledge, Skills, & Abilities); **Qualities; Training; Professional Licenses** (relevant to the position for which you are applying)

Do you have a high school diploma or GED? Yes: No:

If yes, name and location of high school or GED institute: _____

TYPE OF SCHOOL	Name and Location of School	Dates Attended				Date Graduated	Hours Completed	Type of Diploma or Degree	Major Field of Study
		From		To					
		Mo.	Yr.	Mo.	Yr.				
Undergraduate College & University									
Graduate School									
Technical / Vocational & Certificate Prog.									

Read the following statements and indicate your understanding and acceptance by signing below.

- I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information may be grounds for refusal to hire or, if hired, termination.
- I understand that all such information, as mentioned above, is subject to verification by CARTS. Furthermore, I give my consent to CARTS to investigate my background, qualifications, activities, and criminal history.
- I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you.
- I agree to undergo any type of drug and/or alcohol testing that CARTS may require at any time.

Applicant – Printed Name _____ **Date** _____

Applicant – Signature (original) _____ **Date** _____

If needed, application can be signed at interview

Applicant – Birth Date: _____

Applicant's Last Name: _____

May we contact your present employer? Yes No If "No", please explain below

Begin with your most recent employer and work back in years to include at least ten (10) years of work history (if needed, attach an additional page).

Complete all the information requested on this application. Writing "see resume" is not acceptable and could exclude the applicant from consideration for the open position.

Employer: _____	Immediate Supervisor: _____
Job Title: _____	
Street: _____	Starting Date: _____ Leaving Date: _____
City/State: _____	MM/DD/YYYY MM/DD/YYYY
Zip Code: _____	Pay- Starting: _____ Pay- Final: _____
Telephone No.: _____	

Summary of duties performed:

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Reason for leaving:

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Employer: _____	Immediate Supervisor: _____
Job Title: _____	
Street: _____	Starting Date: _____ Leaving Date: _____
City/State: _____	MM/DD/YYYY MM/DD/YYYY
Zip Code: _____	Pay- Starting: _____ Pay- Final: _____
Telephone No.: _____	

Summary of duties performed:

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Reason for leaving:

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Applicant's Last Name: _____

Employer: _____	Immediate Supervisor: _____
Job Title: _____	
Street: _____	Starting Date: _____ Leaving Date: _____
City/State: _____	MM/DD/YYYY MM/DD/YYYY
Zip Code: _____	Pay- Starting: _____ Pay- Final: _____
Telephone No.: _____	

Summary of duties performed:

Reason for leaving:

Employer: _____	Immediate Supervisor: _____
Job Title: _____	
Street: _____	Starting Date: _____ Leaving Date: _____
City/State: _____	MM/DD/YYYY MM/DD/YYYY
Zip Code: _____	Pay- Starting: _____ Pay- Final: _____
Telephone No.: _____	

Summary of duties performed:

Reason for leaving:

Employment History - Addition

You may explain any gaps in your employment history you provided (for those that exceed two months).

You may record a job not included above (not in your recent history) that gave you experience for the position for which you are applying.

Applicant EEO Data Form

The information requested on this form is for the purpose of state and federal Equal Employment Opportunity regulatory data collection. **Please assist us in our recordkeeping and reporting requirements.**

This information will not be used in the evaluation of your application. Providing this information is voluntary.

Today's Date: _____

First Name **Middle** (optional) **Last**

Position Applied For: _____

Gender: Male **Birth Date:** _____
 Female

Veteran: Yes
 No

Please check one of the descriptions below corresponding to the group with which you 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.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American.** A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian.** 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.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Two or More Races.** A person who primarily identifies with two or more of the above race/ethnicity categories.

CARTS is an Equal Opportunity Employer