



Regional Transportation District

Employment Application

Name (Last) _____ (First) _____ (M.I.) _____

Print all other names and social security numbers which you have used.

Name _____ Social Security # _____

Name _____ Social Security # _____

Name _____ Social Security # _____

Position (If applying for more than one position, a separate application must be completed for each position)

Job Number

Date of Application

Are you **currently**: Employed by the RTD? No Yes

If yes, Employee # _____

Under contract with the RTD? No Yes

If yes, Explain : _____

Have you **ever** been: Employed by the RTD? No Yes

Position : _____
Date : _____

Under contract with the RTD? No Yes

If yes, Explain : _____

Applications are accepted for current position openings and are retained only for the period of the open recruitment.

Employee Relations Division, 1600 Blake Street
Denver, Colorado 80202-1399

For Internal Use Only	
Application Checklist	
Action	Initial
MVR	_____
Work History	_____
Criminal Background	_____
Drug Notification Form	_____
Drug Screen	_____
DOT Physical	_____
Reference Checks	_____
Salary Offer Form	_____
EEO Review	_____
Confirm Letter/Call	_____
Proof of Education (if applicable)	_____

Introduction

The RTD is an at will employer; this means that employment can be terminated at any time for any reason or for no reason.

The RTD is an equal opportunity/affirmative action employer and does not discriminate on the basis of race, color, national origin, age, sex, religion, disability or veteran status. It is our intention that all applicants be given equal opportunity and that selection decisions be based on job-related factors.

It is the policy of the RTD to accept and consider applications only for positions which are vacant. Employees of the the RTD are given first consideration in filling vacant positions.

The RTD is committed to having an alcohol and drug-free work environment. If you are the finalist for the position for which you are applying, you will be required to test negative for alcohol and drugs on a urine test which will be paid for by the RTD. If you have applied for positions before and tested positive for drugs or alcohol, it is your responsibility to let the recruiter know what actions you have taken to become alcohol or drug-free.

Please provide all of the information that is requested in this application. Answer each question fully and accurately. The omission of information may delay the processing of your application or disqualify you from further consideration. Write "N/A" (Not Applicable) beside those items that do not apply to you. Thank you.

PLEASE PRINT LEGIBLY

Section I - General Information (use name that appears on social security card only)

Name _____ (Last) _____ (First) _____ (M.I.) Social Security # _____ - _____ - _____

Address _____

City _____ County _____ State _____ Zip Code _____

Telephone Numbers: Home _____ Work _____ Other _____

E-mail: _____

Are you able to work any shift? Yes No

If no, please explain: _____

Section II - Personal Information

Are you 18 years of age or over? Yes No

Do you have the legal right to live and work in the United State? Yes No

Will you be able to perform the job and duties for which you are applying? Yes No

If you checked no, please explain: _____

Have you **ever** been found guilty of any law violations other than parking tickets or juvenile offenses? Yes No

If you checked yes, give specific details. (Records do not cause automatic disqualification, and are reviewed as related to the job applied for.)

List any relatives of yours, by blood or marriage, who are employed by the RTD. Indicate each person's relationship to you and position he/she holds at the RTD.

Section III - Military Experience

Indicate any experience, education or special skills that you gained from serving in the Armed Forces of the United States.

In which branch of the Armed Forces did you gain this experience, education or skills? _____

Date of entry into military service: _____ Date of separation from military service: _____

Do you belong to the Reserves or National Guard? Yes No

Section IV:1 – Education, Skills and Training

Circle the number which accurately indicates the highest level of education you have fully completed: 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

Provide details on your education and training below.

High School _____ Credit/Semester hours earned _____

Address _____ Diploma or GED earned _____

College or University _____ Credit/Semester hours earned _____

Address _____ Degree or Certificate earned _____

Course of Study _____

University Graduate study _____ Credit/Semester hours earned _____

Address _____ Degree or Certificate earned _____

Course of Study _____

Business, Correspondence,
Trade or Technical school _____ Credit/Semester hours earned _____

Address _____ Degree or Certificate earned _____

Course of Study _____

List any professional licenses or vocational certifications you hold. List also clubs, organizations, societies or professional groups that would be of relevance or have a direct bearing upon your qualifications for the job or for the position for which you are applying.

Section IV:2 – Education, Skills and Training relevant to position for which you are applying

Indicate any of these special skills you possess:

- Typing/rate _____ Key punch/data entry Shorthand/rate _____ Word processing
 Dictaphone PBX operation CRT operation

Other relevant skills: _____

Section V:1 – Work History General

Have you filed an application with RTD before? Yes No

If yes, give date(s) _____ For what position did you last file an application? _____

Have you ever been discharged, dismissed or requested to resign from any job? Yes No

If yes, please explain the circumstances: _____

Are you on lay-off subject to recall? Yes No Are you presently employed? Yes No

*May we contact your present employer(s) for reference information? Yes No Initial _____

If not, please explain why: _____

***See authorization and certification above the signature line.**

Section V:2 – Work History Specific (last ten years of employment)

You **MUST** identify at least the last **Ten Years** of employment. If you are applying for a Driving Position, you must identify **Seven Years of driving** experience on the Driving History Supplement, (V:4). If you have not been in the workforce for **Ten Years**, or do not have **Seven Years** of driving experience, acknowledge so.

Provide details of your work history in the blocks that follow. Fill in these blocks carefully and completely. Provide a thorough description of your experience and employment history. Use separate blocks if your duties and responsibilities changed significantly while you were working for the same employer. Treat each such change as a separate position. Begin with your current or most recent job and work back. Account for periods of unemployment and military service.

Use the insert titled Section V:3 if more space is required to provide Ten Years of employment.

Employer Name (Current or most recent) _____ Phone () _____
Address _____ City _____ State _____ Zip Code _____
Title of Your Position _____ Supervisor's Name _____
Date Started _____ Date Ended _____ Salary-Start _____ Salary-End _____
Describe Work Performed _____

Reason for Leaving _____

Employer Name (Current or most recent) _____ Phone () _____
Address _____ City _____ State _____ Zip Code _____
Title of Your Position _____ Supervisor's Name _____
Date Started _____ Date Ended _____ Salary-Start _____ Salary-End _____
Describe Work Performed _____

Reason for Leaving _____

Employer Name (Current or most recent) _____ Phone () _____
Address _____ City _____ State _____ Zip Code _____
Title of Your Position _____ Supervisor's Name _____
Date Started _____ Date Ended _____ Salary-Start _____ Salary-End _____
Describe Work Performed _____

Reason for Leaving _____

Section VI — Authorization & Certification: Please carefully read this application/certification section before signing your name.

I certify that the answers and statements made by me in this application are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation, omission or falsification of information may bar me from any further consideration for employment, or if I have been employed, cause my immediate termination from the Regional Transportation District. I further understand that successful completion of a physical examination may be a condition of employment.

I authorize you, at the time of my application for employment or during the course of my employment, to obtain information from the companies, schools, persons or any source named in this application, to obtain any information regarding my work character, records, qualifications, education, experience, medical history, financial or credit record, and hereby release said companies, schools, persons and other sources from any liability for any damage whatsoever for issuing this information. For positions requiring police checks, I hereby authorize any municipal, state or federal law enforcement agency to release records concerning my background.

I understand that, if I am employed, I will be required to abide by all rules, regulations and policies of the Regional Transportation District, including the RTD Employee Code of Ethics, and further understand that I may be required to complete an RTD financial disclosure statement. **I have read and understand this application for employment including Section VI — Authorization & Certification. I further understand that if I am a finalist, I will consent to an alcohol and drug screen urine test. In order to be considered for employment with the RTD, all results of such tests must be negative.**

Signature _____ Date _____

Section V:3 – Work history - CONTINUED FROM BACK PAGE OF APPLICATION. DO NOT DUPLICATE INFORMATION.

Employer Name (Current or most recent) _____ Phone () _____
Address _____ City _____ State _____ Zip Code _____
Title of Your Position _____ Supervisor's Name _____
Date Started _____ Date Ended _____ Salary-Start _____ Salary-End _____
Describe Work Performed _____
Reason for Leaving _____

Employer Name (Current or most recent) _____ Phone () _____
Address _____ City _____ State _____ Zip Code _____
Title of Your Position _____ Supervisor's Name _____
Date Started _____ Date Ended _____ Salary-Start _____ Salary-End _____
Describe Work Performed _____
Reason for Leaving _____

Employer Name (Current or most recent) _____ Phone () _____
Address _____ City _____ State _____ Zip Code _____
Title of Your Position _____ Supervisor's Name _____
Date Started _____ Date Ended _____ Salary-Start _____ Salary-End _____
Describe Work Performed _____
Reason for Leaving _____

Employer Name (Current or most recent) _____ Phone () _____
Address _____ City _____ State _____ Zip Code _____
Title of Your Position _____ Supervisor's Name _____
Date Started _____ Date Ended _____ Salary-Start _____ Salary-End _____
Describe Work Performed _____
Reason for Leaving _____

Employer Name (Current or most recent) _____ Phone () _____
Address _____ City _____ State _____ Zip Code _____
Title of Your Position _____ Supervisor's Name _____
Date Started _____ Date Ended _____ Salary-Start _____ Salary-End _____
Describe Work Performed _____
Reason for Leaving _____

ATTENTION ALL APPLICANTS!

THE FORMS INCLUDED IN THIS PACKET SHOULD BE COMPLETED AND RETURNED WITH YOUR EMPLOYMENT APPLICATION.

- ✓ Section V:3 - Work History Continued (Use this sheet if you run out of room providing work history on the back page of the application. Remember, you must provide ten years of work history.) Do not use this sheet unless needed.
- ✓ Request for Veteran's Preference Points
- ✓ Applicant Referral Survey
- ✓ Equal Opportunity Survey



APPLICANT REFERRAL SURVEY

Name: _____

Title of position for which you applying: _____

Today's Date: _____ / _____ / _____

Please indicate how you learned of the position for which you are applying.

Select only the one source that **first** informed you of the opening.

_____ RTD Employee* (2)

_____ Walk-in (9)

_____ Friend or Relative- Non-RTD Employee (6)

_____ Radio (10)

_____ Community Service Agency (3)

_____ RTD Web Site (12)

_____ Rocky Mtn. News (4a)

_____ Other Web Site * (18)

_____ Denver Post (4b)

_____ Ad On or Inside Bus (13)

_____ Boulder Daily Camera (4c)

_____ Banner (14)

_____ Other Newspaper* (4d)

_____ Job Fair (15)

_____ Phone Inquiry (5)

_____ Internal Job Posting (1)

_____ Other* (7)

_____ Trade Journal (16)

_____ RTD Job Line (8)

* 2 : Indicate name of RTD employee referred by: _____

* 4d: If other, indicate newspaper name: _____

* 7 : Please explain: _____

*18 : Please indicate web site: _____

EQUAL OPPORTUNITY SURVEY

Dear Applicant:

The Regional Transportation District is an equal opportunity employer. Qualified applicants are considered for employment without regard to race, color, religion, national origin, ethnicity, sex, age, disability or veteran status.

Please answer the questions on this survey. Federal law requires that employers keep records of the race, sex and age of applicants and employees to facilitate the enforcement of equal employment opportunity laws. In addition, survey results assist RTD in our ongoing efforts to promote a diverse workforce.

Your survey response will be forwarded immediately to RTD's Equal Opportunity Administrative Officer. It will not be used in your employment application process. Participation is voluntary, and refusal to provide a response will not subject you to adverse treatment. Your response will be kept in a confidential file separate from your employment application and all other employment records. Thank you for your cooperation.

Your name: _____

Title of position for which you are applying: _____

Date of Application: _____

Please place a checkmark in front of the description that best describes your sex and ethnic background (numbers in parentheses are for recordkeeping purposes). Please refer to the definitions set forth below:

_____ White Male (10)

_____ White Female (16)

_____ Black Male (11)

_____ Black Female (17)

_____ Hispanic Male (12)

_____ Hispanic Female (18)

_____ Asian Male (13)

_____ Asian Female (19)

_____ American Indian Male (14)

_____ American Indian Female (20)

_____ Native Hawaiian Male (15)

_____ Native Hawaiian Female (21)

_____ Two or More Races Male (22)

_____ Two or More Races Female (23)

White: All persons having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American: All persons having origins in any of the black racial groups of Africa.

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

Asian: All persons 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: All persons having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Native Hawaiian or Other Pacific Islander: All persons having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Two or More Races: All persons who identify with more than one of the above races.

REQUEST FOR VETERAN'S PREFERENCE POINTS

VETERAN'S PREFERENCE POINTS POLICY STATEMENT

The Regional Transportation District's Veteran's Preference Point Policy will apply to all non-promotional recruitments within the District. Veteran's preference points are added to final passing scores on non-promotional examinations only for eligible Veterans and non-remarried spouses of qualified Veterans. Qualifying Veterans without disabilities and non-remarried spouses of such Veterans will be awarded five points to final passing scores. Qualifying disabled Veterans will be awarded ten points to final passing scores. Applicants claiming Veteran's preference must attach a copy of a DD214 and other supporting documents which verify the right to claim points

NAME: _____

Position: _____

Date: _____ - _____ - _____

Signature: _____

RTD RECRUITER'S USE ONLY

Recruitment Type: Internal _____ Simultaneous _____
(Veteran's preference points do not apply to approved simultaneous recruitments)

Honorable Discharge: _____

Qualifiers:

1. Served in any branch of the armed forces of the United States during any period or any declared war or any undeclared war or other armed hostilities against an armed foreign enemy, or
2. Served on active duty in any such branch in any campaign or expedition for which a campaign badge is authorized.

Veteran's Preference Points Approved: _____ Recruiter: _____

NOTES

APPLICANT EVALUATION INFORMATION

Employment with the Regional Transportation District is conditioned on successfully passing the following evaluations:

A. Current Motor Vehicle Record

If a Motor Vehicle Record (MVR) is required for the position, applicants must include an original (within the past 30 days) MVR with their application. Applicants must provide MVRs for the past seven years. Less than seven years of MVR will be accepted only for applicants who are not of the age to accumulate seven years of driving experience. RTD requires the original and cannot photocopy MVRs. Call the Department of Motor Vehicles (303-205-5613) with questions about obtaining an MVR.

Evaluation of acceptable MVRs will be as follows:

1. No more than five points in the last two years and no more than ten points total on the MVR; or
2. No DUI, DWI or Reckless Driving in the past five years; or
3. No combination of two DUIs, DWIs or Reckless Driving in the past seven years of driving history.
4. No egregious violation(s) in the past seven years.
5. The applicant must have had a valid active drivers' license for the past two consecutive years.

B. Criminal History Investigation

1. A criminal and civil history investigation will be performed on all applicants prior to any employment offer.
2. Convictions- Felony and Misdemeanor convictions which have occurred in the last ten calendar years must be disclosed on the application. Failure to disclose these convictions shall result in disqualification of the application.
3. Evaluation of prior convictions will be as follows:
 - a. Immediate hire. An applicant who has been convicted of no more than one misdemeanor which does not involve violence, drugs or any alcohol related driving offense, any sexual misconduct, theft or fraud will be considered for employment, promotion or transfer providing he/she meets all of the other requirements of the job.
 - b. One year. An applicant who has been convicted of more than one misdemeanor or a single felony, none of which involve violence, drugs or any alcohol related driving offense, sexual misconduct, theft or fraud, may be considered for employment, promotion or transfer after more than one year has elapsed since the completion of his/her latest sentence under the standards set forth in RTD's policy providing he/she meets all of the other requirements of the job.
 - c. Two years. An applicant who has been convicted of more than one misdemeanor or a single felony, none of which involve violence, drugs, sexual misconduct, theft, fraud or reckless driving may be considered for employment, promotion or transfer after more than two years have elapsed since the completion of his/her latest sentence under the standards set forth in RTD's policy providing he/she meets all of the other requirements of the job.

KEEP THIS SHEET FOR YOUR RECORDS

- d. Three years. An applicant who has been convicted of any crime, felony or misdemeanor (excluding violent crimes, homicide, or any felony involving theft from an employer), may be considered for employment, promotion or transfer after more than three years have elapsed since the completion of his/her latest sentence under the standards set forth in RTD's policy providing he/she meets all of the other requirements of the job.
- e. Ten years. In any other situations, an applicant who has been convicted of any crime or crimes which does not cause RTD to question the suitability of the applicant for the position for which he/she applies, base on all the information available, may be considered for employment, promotion or transfer after more than ten years have elapsed since the completion of his/her latest sentence under the standards set forth in RTD's policy providing he/she meets all of the other requirements of the job.

- B. Pass any and all tests required for position
- C. Pass Interview
- D. Pass a Pre-Employment Drug Screen
- E. Pass a Department of Transportation Physical
- F. Pass Reference Checks