



APPLICATION FOR EMPLOYMENT

A service of the Iowa Northland Regional Transit Commission (INRTC)

Equal Employment Opportunity

OnBoard Public Transit and INRTC are dedicated to equal employment and advancement opportunities. Employment decisions are based on qualifications, interest, aptitude, and legitimate business considerations, without unlawful discrimination based on any characteristic protected by applicable federal, state, or local law.

Please complete all applicable sections. Type or print clearly. Attach additional pages if more space is needed.

POSITION AND APPLICANT INFORMATION

Position applying for

Date of application

Full legal name (First, Middle, Last)

Street address

City

State

ZIP code

Email address

Phone number

How did you learn about this position?

Date available to begin work

Type of work desired: ☐ **Full Time** ☐ **Part Time** ☐
Casual

GENERAL INFORMATION

Are you legally authorized to work in the United States?

☐ **Yes** ☐ **No**

If hired, can you provide proof that you are at least 18 years of age, or a valid permit to work if under age 18?

☐ **Yes** ☐ **No**

May we contact your current employer?

☐ **Yes** ☐ **No**

Can you perform the essential functions of the position, as described in the job description, with or without reasonable accommodation?

☐ **Yes** ☐ **No**

EMPLOYMENT HISTORY

List your present and former employers, beginning with the most recent. Include relevant unpaid, volunteer, or military experience when appropriate.

Employer 1

Employer name	Phone number
Address (Street, City, State, ZIP)	
Job title	Supervisor name and title
Employment start date	Employment end date (if applicable)
Reason for leaving (if applicable)	
Description of duties and responsibilities	

Employer 2

Employer name	Phone number
Address (Street, City, State, ZIP)	
Job title	Supervisor name and title
Employment start date	Employment end date (if applicable)

Reason for leaving (if applicable)

Description of duties and responsibilities

EMPLOYMENT HISTORY - CONTINUED

Employer 3

Employer name

Phone number

Address (Street, City, State, ZIP)

Job title

Supervisor name and title

Employment start date

Employment end date (if applicable)

Reason for leaving (if applicable)

Description of duties and responsibilities

EDUCATION AND TRAINING

You may omit dates of attendance or graduation.

High School

School name

City/State

Did you graduate?

☐ Yes ☐ No

College/University

Institution name	City/State
Course of study	Degree
Did you graduate?	☐ Yes ☐ No

Graduate School

Institution name	City/State
Course of study	Degree
Did you graduate?	☐ Yes ☐ No

PROFESSIONAL SKILLS, SEMINARS, AND EDUCATION

List job-related seminars, short courses, workshops, certifications, licenses, or other educational experiences relevant to the position.

List job-related skills, driver license types, and endorsements.

List any safe driving awards you hold.

DRIVING RECORD

All OnBoard Public Transit positions require authorization allowing INRTC to obtain updated driving and criminal records as a condition of employment.

Do you have or can you obtain a valid Iowa driver license?	☐ Yes ☐ No
Do you have a current driving record?	☐ Yes ☐ No
Have you ever had a restricted driver license?	☐ Yes ☐ No
Have you ever been convicted of driving while intoxicated?	☐ Yes ☐ No
Have you ever had your driver license suspended?	☐ Yes ☐ No
Have you ever been denied a license, permit, or privilege to operate a motor vehicle?	☐ Yes ☐ No
Have you ever been disqualified under Section 391.15 of the Federal Motor Carrier Safety Regulations?	☐ Yes ☐ No
Have you failed or refused a DOT pre-employment drug and/or alcohol test within the past two years?	☐ Yes ☐ No

If you answered Yes to any question that requires explanation, provide details below, including dates and circumstances.

PROFESSIONAL REFERENCES

Please provide three professional references who are familiar with your qualifications and work.

Name	Company/Relationship	Phone	Email

APPLICANT CERTIFICATION

I certify that all statements made in this employment application and any accompanying resume or materials are true, complete, and accurate to the best of my knowledge. I understand that false statements, misrepresentations, or material omissions may disqualify me from further consideration for employment and, if discovered after employment begins, may result in disciplinary action up to and including termination.

I authorize OnBoard Public Transit and INRTC to verify the information provided in this application and to contact the employers, educational institutions, and references identified herein, as permitted by law.

Nothing contained in this application creates a contract of employment. If hired, employment will be governed by applicable Iowa law and INRTC personnel policies.

If hired, I understand that I must provide documentation establishing my identity and authorization to work in the United States as required by federal law.

Applicant signature

Date

Printed name