



POSITION APPLYING FOR: OPERATOR MAINTENANCE ADMINISTRATIVE : _____

INSTRUCTIONS: THIS APPLICATION MUST BE COMPLETED EVEN IF A RESUME IS SUBMITTED.

You must complete an application form for each position. If a question does not apply to you, write "NA." Mailed applications are to be addressed to: **MISSOULA URBAN TRANSPORTATION DISTRICT, 1221 Shakespeare St., Missoula, MT 59802**

NAME: _____
Last First Middle

ADDRESS: _____
Street City State Zip

PHONE: _____ EMAIL: _____

How many years have you lived at this address? _____ How long have you lived in Missoula? _____

Are you or any members of your immediate household, related to any employee of Mountain Line? Y N
 If yes, identify by name, relationship and department. _____

	HIGH SCHOOL				VO-TECH OR OTHER					UNDERGRADUATE COLLEGE/UNIVERSITY				GRADUATE/ PROFESSIONAL			
School Name																	
Location																	
Years Completed	9	10	11	12	1	2	3	4	5	1	2	3	4	1	2	3	4
Diploma/Degree																	
Year Graduated Dates Attended (Optional)																	

List all relevant skills:

1. Skills with office machines. (Copier, 10 key, Postage Meters, etc.). Please list date of test and words per minute: _____

2. Skills with personal computer (list programs): _____

3. Skills with other tools or equipment:

4. List other licenses, certificates, registrations, seminars, workshops, etc. related to the position that you are seeking:

Drivers License

Current License State: _____ Type: _____

List all states in which you have held a drivers license: _____

Do you currently have Class B Type II License? YES NO

If yes, State: _____ Expiration: _____

Air brake endorsement? YES NO

Passenger endorsement? YES NO

Do you presently have any points against your license? YES NO

If yes, how many? _____

Would you obtain a Montana Class B Type II License prior to training? YES NO

List all motor vehicle accidents 3 years prior to the date of this application: _____

List all motor vehicle violations 3 years prior to the date of this application: _____

General Information

Have you worked with us before? YES NO If yes, when? _____

Have you ever been convicted of any crime? (exclude traffic offenses) YES NO

If yes, describe in full: _____

Who referred you to us? _____

Have you had military experience in the US Armed Forces? YES NO

What branch? _____ Length of duty: _____

Would you consent to a pre-employment physical at the company's expense? YES NO

Would you consent to a pre-employment background and credit check if required? YES NO

Are you physically and mentally fit to perform the requirements for the position for which you are applying? YES NO

Have you ever tested positive for a DOT drug and / or alcohol test? YES NO

Have you ever tested positive for a pre-employment drug test for a position for which you were not hired? YES NO

Have you ever refused a pre-employment drug test for another DOT-regulated employer? YES NO

Experience

Begin with your present or most recent job and list your work experience with emphasis on experience that is relevant to the position for which you are applying. Include military service & any volunteer work which has provided experience that would help you qualify. List each position as a separate promotion. This information must be completed even if a resume is submitted. List all periods of unemployment. You may attach an additional sheet if more room is needed.

Employer	Address	Phone
Supervisor	Work Performed	
Title		
Your Job Title		
Dates Employed From To	Reason For Leaving	Rate of Pay

Employer	Address	Phone
Supervisor	Work Performed	
Title		
Your Job Title		
Dates Employed From To	Reason For Leaving	Rate of Pay

Employer	Address	Phone
Supervisor	Work Performed	
Title		
Your Job Title		
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Employer	Address	Phone
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Title		
Your Job Title		
Dates Employed From To	Reason For Leaving	Rate of Pay

May we make an inquiry of your current employer?	Y	N		
May we make an inquiry of your previous employer(s)?	Y	N	If no, would you be willing to explain why in an interview?	Y N
May we contact you at a later date?	Y	N	Please specify when: _____	

PLEASE NOTE: Information obtained from previous employers and/or references is confidential.

Additional Information

Please give any additional information which may more fully describe your qualifications and capabilities. This space may be used to continue descriptions of your education or experience.

Personal References

	Name	Address	Occupation	Telephone #
1				
2				
3				

To be considered for a position vacancy, you must complete and submit this application to Missoula Urban Transportation District (Mountain Line) at 1221 Shakespeare, Missoula, MT 59802, on, or before the announced deadline date. We request that you complete an "Applicant Self-Identification Form." This form is voluntary and will be separated from your application upon submission.

I hereby authorize Missoula Urban Transportation District to inquire as to my record with any or all of my former employers and references with the exception of _____, and understand that Missoula Urban Transportation District will suffer no liability as the result of such inquiries. I hereby guarantee the correctness of the attached information. The making of false statements will be sufficient cause for denying me consideration for employment or for dismissal from employment.

As an Equal Opportunity employer, Missoula Urban Transportation District encourages applications from women, minorities, disabled individuals, and Vietnam era veterans, and complies with the state and federal equal opportunity and affirmative action regulations. Applicant access to the Missoula Urban Transportation District office limited by physical disability will be accommodated. Please call (406)543-8386. This material is available in an alternate format upon request.

I certify that this application is true and complete to the best of my knowledge. I am aware that falsifications or misrepresentations may disqualify me from consideration for employment with Missoula Urban Transportation District or, if hired, may be grounds for termination at a later date. I am aware that previous employers may be contacted as references. Please note: the MUTD is an Equal Opportunity Employer. Interviews are given on a competitive basis, using job-related factors, after a written application has been received and reviewed. Because of the large number of applications received, not everyone who applies for a vacant position will be interviewed.

INCOMPLETE or UNSIGNED APPLICATIONS will NOT be considered.

Signature

Date

