CARROLL COUNTY
APPLICATION FOR EMPLOYMENT

Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodation to the application and/or interview process should notify the supervisor of the department at which you are applying. We consider all applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

POSITION			
Position Applied For		Date of Application	
How did you hear about the position?		Date available for work	
What is your desired salary range or rate of pay?			
Type of employment desired	Full Time ☐	Part Time ☐	Seasonal ☐

APPLICANT INFORMATION					
Last Name		First		M.I.	
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone		E-mail			
Best time to contact you?					
Have you ever submitted an application to Carroll County?	YES ☐	NO ☐	If yes, when?		
Have you ever been employed by Carroll County?	YES ☐	NO ☐	If yes, when?		
Are you legally eligible for employment in the United States?				YES ☐	NO ☐
If you are under 18, can you furnish a work permit?				YES ☐	NO ☐
Do you have a valid driver's license?	YES ☐	NO ☐	State/Number:		
Are you able to meet all of the attendance requirements of this position?				YES ☐	NO ☐
Are you able to work overtime if necessary?				YES ☐	NO ☐
Will you travel if the position requires it?				YES ☐	NO ☐
Do you have any friends or relatives currently employed by Carroll County?	YES ☐	NO ☐	If yes, who?		

EDUCATION								
High School				Address				
From		To		Did you graduate?	YES ☐	NO ☐	Degree	
College				Address				
From		To		Did you graduate?	YES ☐	NO ☐	Degree	
Other				Address				
From		To		Did you graduate?	YES ☐	NO ☐	Degree	

EMPLOYMENT HISTORY

Starting with your most recent employer, provide the following information. Include any relevant volunteer activities, but exclude any organizations that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status.

Company				Phone			
Address				Supervisor			
Job Title		Ending Salary		$	May we contact?	YES ☐	NO ☐
Responsibilities							
From		To		Reason for Leaving			
Company				Phone			
Address				Supervisor			
Job Title		Ending Salary		$	May we contact?	YES ☐	NO ☐
Responsibilities							
From		To		Reason for Leaving			
Company				Phone			
Address				Supervisor			
Job Title		Ending Salary		$	May we contact?	YES ☐	NO ☐
Responsibilities							
From		To		Reason for Leaving			
Please explain any gaps in employment							
Have you ever been fired or asked to resign from a job?		YES ☐	NO ☐	If yes, explain on separate sheet			

PROFESSIONAL OR TRADE ORGANIZATIONS

Please list any relevant professional or trade organizations of which you are a member. Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status.

Organization		Office(s) Held	
Organization		Office(s) Held	

REFERENCES

Name		Relationship	
Phone		Email	
Name		Relationship	
Phone		Email	
Name		Relationship	
Phone		Email	

DISCLAIMER AND SIGNATURE

I certify that all information I have provided in order to apply for and obtain employment with Carroll County is true, complete, and correct. I agree and understand that omissions, misstatements, and falsifications will cause forfeiture on my part of all eligibility to any employment with Carroll County and may be cause for rejection of this application, removal of my name from eligibility lists, or discharge from County service, whenever it is discovered. I give Carroll County the right to investigate and verify any information obtained through the application process. Permission is granted and I release from any and all liability any employer, agency or individual assisting Carroll County in providing relevant, job-related information that will assist in this process. I expressly authorize, without reservation, Carroll County, its representatives, members or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application. I hereby waive any and all rights and claims I may have regarding Carroll County, its agents, members or representatives, for seeking, gathering, and using such information and all other persons, corporations, or organizations for furnishing such information about me.

I understand that an offer of employment may be contingent upon the successful completion of a pre-employment background criminal investigation, physical, psychological, polygraph, and/or drug and alcohol screen. If employed, I agree to provide proof of identity, relevant licensure or credentials, and authorization for employment in the United States. If I am hired, I understand that, unless otherwise defined by applicable law, any employment relationship with Carroll County is of an "*at will*" nature, which means that I am free to resign at any time and Carroll County reserves the same right to terminate my employment at any time. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that all conditions of employment including, but not limited to hours, benefits and salary are subject to change by Carroll County at any time. I understand that no representative of Carroll County is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the appropriate Appointing Authority.

DO NOT SIGN UNTIL YOU READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

Signature		Date	

PRE-EMPLOYMENT DRUG & ALCOHOL TESTING ACKNOWLEDGEMENT

I, hereby acknowledge and understand that, as part of my application for employment for a position which involves the performance of safety-sensitive functions as defined by 49 CFR Part 655, as amended, I must submit to a urine drug test and breath alcohol test under the authority of the U.S. Department of Transportation, Federal Transit Administration. I acknowledge and understand that my employment is contingent on the passing of the aforementioned drug and alcohol test, and I will not be assigned to perform a safety-sensitive function unless my urine drug test has a verified negative result and my alcohol test result is below 0.02.

_____ _____

Signature of Applicant Date

_____ _____

Print Name Date

(Your application will not be considered for employment of a covered safety-sensitive position unless this acknowledgment is completed and signed.)

Carroll County Transit
PUBLIC TRANSPORTATION PUBLIC TRANSPORTATION PUBLIC TRANSPORTATION
330/627/1900
2205 Commerce Drive ◆ P.O. Box 185 ◆ Carrollton, OH 44615 ◆ Fax: 330-627-1088

Position: Transit Driver (Operator) Full or Part-Time
Reports to: Operations Manager
Hours: Designated by Director, Operations Manager or Scheduler

Responsibilities:

The following descriptions of the requirements of this position are current unless otherwise noted. However, adjustments and changes can be made at any time upon notification and review with the Transit Director.

Duties of this position include but are not limited to:

- Maintain performance standards for Public Transit programs as defined by Federal and State guidelines.
- Operate vehicles to transport people to and from various locations
- Completes all responsibilities of movement of clients from pick-up locations to drop-off locations in the safest possible manner
- Maintains the Driver's Manifest via paperwork and tablet
- Accurately performs the pre-trip inspection prior to assigned route and follow up with post-trip inspection once work is completed
- Develop and maintain courteous and professional relationships with clients, agencies and management
- Maintains and/or prepares required logs as well as mileage, fuel, passenger and transportation related forms
- Informs Scheduler of changes needed to route sheets, including, but not limited to: Client address information, pickup and drop-off location information, changes in daily route
- Answer any inquiries from general public that he/she may be knowledgeable in (if unable to answer questions, refer to office)
- Responsible for mapping daily runs after manifest is posted (i.e., finding locations on maps, acquiring directions from computer or other drivers, etc.
- Maintains vehicle (clean interior and exterior per schedule, check tire pressure, etc.)
- Help with or perform minor preventative maintenance when required
- Report problems with vehicle on Service Request forms provided (also oil changes) to Fleet Maintenance Specialist and/or Supervisor

- Informs Transit Director of any procedure or policy that may impact operational efficiencies
- Must maintain a knowledge of driver safety practices, ability to follow directions and carry out detailed but basic written or oral directions
- Responsible for collection of designated fares and remittance of such to the office on a daily basis if necessary
- Load and secure different types of wheelchairs and oxygen tanks
- Any other activity or responsibilities necessary to develop and maintain effective and efficient service operation

Additional Requirements:

- Must be a minimum of 21 years of age with 5 years driving experience
- Must pass (test negative) pre-employment drug and alcohol test
- Must possess necessary operator's license and maintain an acceptable driving record
- This is a safety sensitive position and subject to random drug and alcohol testing
- Must pass criminal background check and maintain a clear record
- Must work flexible schedule based on the needs of the agency
- Must be able to pass physical qualification requirements of Department of Transportation for drivers transporting passengers for hire
- Must not possess a medical or physical condition, including an incurable vision impairment that may impair safe driving, passenger assistance, emergency treatment, or the health and welfare of a passenger or the general public
- Within 6 months of hire, must complete a passenger assistance training course that will be provided by Transit
- Must pass a training course in first aid and CPR within first year of employment
- Must possess the ability to help the consumer to safely enter and exit the vehicle
- Require mobility to stand, stoop, reach and bend
- Perform work which involves lifting, pushing and/or pulling of objects which may be approximately 50 pounds and may occasionally weigh up to 100 pounds or more depending on clientele.
- Must be high school graduate or GED equivalency
- Represent the Agency and staff with professional and courteous conduct

_____

Employee Signature

_____

Date