

Birnie Bus Service, Inc. Corporate Office

PO Box 630
248 Otis Street
Rome, New York 13442-0630
Tel. (315) 336-3950 Fax (315) 281-0042

APPLICATION FOR EMPLOYMENT

INSTRUCTIONS TO THE APPLICANT

1. Any applicant who provides unrequested information will automatically be rejected.
2. Disabled applicants can request any accommodation needed to enable them to complete the application.
3. In Compliance With Federal And State Equal Employment Opportunity Laws, Qualified Applicants Are Considered For All Positions Without Regard To Race, Color, Religion, Sex, National Origin, Age, Marital Status, Or Non-Job Related Disability.
4. By State Law, Certain Convictions May Disqualify You From Employment.
5. Please provide all information as requested, unless marked as optional.

Date of Application ___ / ___ / ___

Position Applied for: Driver Monitor Mechanic Other: _____

Location Applied At: Rome Utica Ilion Syracuse Pt. Byron Cortland Ithaca Richfield Springs Hamilton
Corning Oneonta Lowville Chenango Forks

PERSONAL INFORMATION

Name (Last, First, Middle Initial, Suffix) _____

Current Street Address _____

City _____ State ___ Zip _____ - _____

Social Security Number _____ - _____ - _____ Home Phone (_____) _____ - _____

Have you worked for this company before? YES or NO If YES, where? _____

When? From ___ / ___ / ___ to ___ / ___ / ___ Reason For Leaving _____

How did you hear about us? Newspaper ad? ___ Agency? ___ Which Paper or Agency? _____

Radio? ___ TV? ___ What station? _____ What Time Did You Hear/See It? _____

Walk in? ___ Friend? ___ Relative? ___ Birnie Employee? ___ Name _____

Do you have the legal right to work in the United States? (Please Circle)..... YES or NO
(If hired, you will be required by law to complete a Form I-9, Employment Eligibility Verification.)

If No, please explain _____

RATE OF PAY EXPECTED: _____ per _____

AVAILABILITY FOR WORK - Check below if **NO RESTRICTIONS**, otherwise circle days & hours you will be available.

ALWAYS AVAILABLE

<u>Days</u>	<u>Hours Available</u>
Sunday	12Midnight -1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 -10 -11 -12Noon - 1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 -10 -11 -12Midnight
Monday	12Midnight -1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 -10 -11 -12Noon - 1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 -10 -11 -12Midnight
Tuesday	12Midnight -1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 -10 -11 -12Noon - 1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 -10 -11 -12Midnight
Wednesday	12Midnight -1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 -10 -11 -12Noon - 1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 -10 -11 -12Midnight
Thursday	12Midnight -1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 -10 -11 -12Noon - 1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 -10 -11 -12Midnight
Friday	12Midnight -1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 -10 -11 -12Noon - 1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 -10 -11 -12Midnight
Saturday	12Midnight -1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 -10 -11 -12Noon - 1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 -10 -11 -12Midnight

ADDRESS(ES) FOR PAST SEVEN YEARS - How Long At Present Address? Years ____ Months ____

Street _____	City / State / Zip _____	How Long? ____ / ____
Street _____	City / State / Zip _____	How Long? ____ / ____
Street _____	City / State / Zip _____	How Long? ____ / ____
Street _____	City / State / Zip _____	How Long? ____ / ____
Street _____	City / State / Zip _____	How Long? ____ / ____

EMERGENCY CONTACT – (Please provide the name and phone number of the person who would be contacted in case of an emergency. Please do not use your home phone number if the person would be at work or school, etc. Please give a work number or cell number which will be kept confidential)

Name _____ Phone (____) _____ - _____

EDUCATION - Circle Highest Grade Completed

<u>Name / City</u>	<u>1 2 3 4 5 6 7 8</u> Elementary School	<u>9 10 11 12</u> High School	<u>13 14 15 16</u> College	<u>Course of Study / Major</u>
--------------------	---	----------------------------------	-------------------------------	--------------------------------

High School _____

College/Professional _____

Describe any specialized training, apprenticeship, skills, extra-curricular activities you think may be pertinent to this job.

(Optional) List any professional, trade, business, or civic activities and offices held.

DRIVERS AND MONITORS: As part of the employment process, you will be required to pass a physical performance test, which includes dragging an object weighing 125 lb. and other emergency skills. Is there any reason you might be unable to perform these functions of the job for which you have applied? **YES NO** If YES, please explain _____

No applicant will be automatically disqualified from consideration based on physical skills alone, unless they have a bearing on the particular job applying for.

EMPLOYMENT HISTORY

ALL APPLICANTS must provide employment information for the past 10 years. Employment references will be checked.

List employers in reverse order **STARTING WITH THE MOST RECENT**. Use reverse-side if additional space needed.

LAST OR PRESENT EMPLOYER. MAY WE CONTACT? <input type="checkbox"/> YES <input type="checkbox"/> NO				DATES EMPLOYED	
EMPLOYER				From Mo/Yr	To Mo/Yr
ADDRESS					
CITY		STATE	PHONE	SALARY/WAGE	
JOB TITLE		SUPERVISOR		Starting	Final
WORK PERFORMED				per	per
REASON FOR LEAVING					
PREVIOUS EMPLOYER. MAY WE CONTACT? <input type="checkbox"/> YES <input type="checkbox"/> NO				DATES EMPLOYED	
EMPLOYER				From Mo/Yr	To Mo/Yr
ADDRESS					
CITY		STATE	PHONE	SALARY/WAGE	
JOB TITLE		SUPERVISOR		Starting	Final
WORK PERFORMED				per	per
REASON FOR LEAVING					
PREVIOUS EMPLOYER. MAY WE CONTACT? <input type="checkbox"/> YES <input type="checkbox"/> NO				DATES EMPLOYED	
EMPLOYER				From Mo/Yr	To Mo/Yr
ADDRESS					
CITY		STATE	PHONE	SALARY/WAGE	
JOB TITLE		SUPERVISOR		Starting	Final
WORK PERFORMED				per	per
REASON FOR LEAVING					

HAVE YOU EVER BEEN CONVICTED OF ANY CRIME: YES NO

If so: Date of conviction _____ Offense _____

Please note: No applicant will be automatically disqualified from consideration based on a criminal history alone. Disqualification will occur only if the crime has a bearing on the particular job applying for. A complete and thorough background check through the United States Department of Criminal Justice will be done prior to an offer of employment.

