



APPLICATION FOR EMPLOYMENT

Central Puget Sound Regional Transit Authority – Sound Transit
401 South Jackson Street Seattle, WA 98104-2826

Sound Transit is an equal opportunity employer. We do not discriminate on the basis of race, color, creed, national origin, religion, ethnicity, age, disability, sex, sexual orientation (including gender identity), marital status, veteran status, or any another category protected by state, local, or federal laws.

PERSONAL INFORMATION

Date: _____

Name:

Last First Middle

Present Address:

Street City State Zip

Permanent Address:

(If different from present address)

Street City State Zip

Phone Number:

Home Cell Work

E-mail:

Primary E-mail Secondary E-mail

Are you 18 years of age or older? Yes No

EMPLOYMENT DESIRED

Position: _____ Date you can start: _____ Salary desired: _____

Are you employed now? Yes No If so, may we contact your present employer Yes No

Do you currently have authorization to work in the United States that would allow you to work for Sound Transit? Yes No

Have you been convicted of a felony within the last 7 years? Yes No If yes, please explain: _____

(Convictions will not necessarily disqualify you from employment)

EDUCATION

	Name and Location of School	# of Years Completed	Did you Graduate?	Area/s of Study and/or Degree(s) Received
High School	_____		Yes No	

College	_____		Yes No	

Trade, Business or Correspondence School	_____		Yes No	

Graduate/Professional School	_____		Yes No	

GENERAL

Subjects of Special Study or Research Work: _____

Job Related Skills (typing, driver's license, etc.) _____

FORMER EMPLOYERS Please list your last four employers, starting with the last one first.

Date – Month and Year	Employer Name and Address	Supervisor’s Name and Title	Position Held	Work Performed	Starting Salary	Reason for Leaving
					Leaving Salary	
From						
To						
From						
To						
From						
To						
From						
To						

PROFESSIONAL REFERENCES: List below three work references from current and previous employers, including your current supervisor.

Name	Relationship (Supervisor, Peer, Subordinate, Other)	Phone Number	E-mail Address	Company

If you are to be hired by Central Puget Sound Regional Transit Authority – Sound Transit (“the Agency”), you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.

AUTHORIZATION

I certify that the facts contained in this application (and accompanying resume, if any) as well as the facts presented verbally in any interview, are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application or otherwise is sufficient cause for refusal to hire, or immediate dismissal for cause if I have been employed, no matter when discovered by the Agency.

I understand that any employment is conditioned on a background check, including a felony check, driving record and credit check. I authorize the Agency to thoroughly investigate all statements contained in my application, resume, or otherwise and I authorize my former employers and references to disclose any and all information regarding my former employment, character and general reputation to the Agency, without giving me prior notice of such disclosure. In addition, I release all parties and persons, including but not limited to the Agency and any former employers (and any person or entity acting on their behalf) as well as references listed above, from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be “at will” and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the Agency. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Agency unless made in writing by the Executive Director.

I understand that any employment is contingent upon my establishing authorization to work in the United States.

If employed in positions that require drug testing, I agree to submit to a drug test at any time deemed appropriate by the Agency and as permitted by law. I consent to such tests, and I request that the person conducting the test disclose to the Agency the results of the examination, which shall remain segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon a satisfactory drug test, and if I am hired a condition of my employment will be that I abide by the Agency’s Drug and Alcohol Policy.

I understand that filling out this form does not indicate there is a position open and does not obligate the Agency to hire. If hired, I understand that Sound Transit is an at-will employer and that employment may be terminated at any time and for any reason either by myself or Sound Transit. I agree to abide by all Agency work rules, policies and procedures. The Agency retains the right to revise its policies and procedures, in whole or in part, at any time.

If this application is submitted electronically, I understand and agree that my electronic application will have the same binding effect as a signed handwritten application.

Signature: _____ Date: _____

Please e-mail application, resume & cover letter to recruit@soundtransit.org and on the subject line, put position applied for.



Applicant Referral Source & Affirmative Action Information

REFERRAL SOURCE INFORMATION

Today's Date (M/D/Y) _____

Last Name, First Name, Middle Initial

Position Applied For

Position #

Street Address

County

Zip Code

City

State

____ Advertisement _____
(Publication)

____ Employee referral _____
(Employee)

____ Employment Agency _____
(Agency)

____ Job Fair/Open House _____
(Job Fair/Open House)

____ College Recruiting _____
(College)

____ State Employment Service _____
(Agency)

____ Governmental Agency _____
(Agency)

____ Walk-In/Posting _____
(Location)

____ Website _____
(Site)

____ Unsolicited/Other _____
(Indicate here)

VOLUNTARY AFFIRMATIVE ACTION INFORMATION

The Central Puget Sound Regional Transit Authority – Sound Transit is required to report to Federal Agencies the demographic information on applicants for employment. For this reason, applicants are asked on a voluntary basis to provide the following information. This portion of the application is physically removed before the selection process begins. This information is kept confidential and failure to supply it will have no negative affect on your being considered for employment.

Gender	Ethnicity	Disability Status	Veteran Status
<input type="checkbox"/> M Male <input type="checkbox"/> F Female	<input type="checkbox"/> Black - persons having origins in any of the black racial groups of Africa <input type="checkbox"/> Hispanic – persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture, regardless of race. <input type="checkbox"/> Asian – persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. <input type="checkbox"/> Native American – Persons having origins in any of the original peoples of North America, affiliation or community recognition. Meets bureau of Indian Affairs definition standards. <input type="checkbox"/> White <input type="checkbox"/> Not covered above	Disabled? <input type="checkbox"/> Yes <input type="checkbox"/> No Work restricting disability explain here: _____ _____	Veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please check all that apply <input type="checkbox"/> Disabled Veteran means (i) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans' Affairs, or (ii) a person who was discharged or released from active duty because of a service connected disability. <input type="checkbox"/> Vietnam Era Veteran means a person who: (i) served on active duty in the U.S. military, ground, naval or air service for a period of more than 180 days, and who was discharged or released there from with other than a dishonorable discharge, if any part of such active duty was performed: (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in all other cases; or (ii) was discharged or released from active duty in the U.S. military, ground, naval or air service for a service connected disability if any part of such active duty was performed (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in any other location. <input type="checkbox"/> Other Protected Veteran means veterans who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized <input type="checkbox"/> Armed Forces Service Medal Veteran means a veterans who, while serving on active duty in the U.S. military, ground, naval or air service participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (61 Fed. Reg. 1209) <input type="checkbox"/> Recently Separated Veteran means a veteran during the three- year period beginning on the date of such veteran's discharge or release from active duty the U.S. military, ground, naval or air service.

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