



METROPOLITAN TRANSIT AUTHORITY OF BLACK HAWK COUNTY

1515 BLACK HAWK ST., WATERLOO, IOWA 50702

PHONE (AREA CODE 319) 234-5714

FAX (319) 232-2865

Thank you for your interest in employment with MET Transit!

We gladly accept your application for employment at this time.

To work at MET you are required to possess a Class B Commercial Driver License (CDL) with air brakes and passenger endorsement. **If you have a Class A, you will still need the passenger endorsement.**

If you do not already have a Class B CDL but would like to be considered for employment, you are required to possess or obtain a CDL permit. This means that you will have to complete three (3) written tests at the Iowa Department of Transportation (DOT) and obtain a Commercial Driver License (CDL) permit. This is required to ***be hired by MET and*** begin classroom training

The three knowledge tests that you need to pass are:

- The general knowledge test, taken by all applicants
- The passenger transport test, taken by all bus driver applicants
- The air brakes test, which you must take if any of the vehicles you will drive, has air brakes.

If you are hired and begin in the classroom, MET will provide the training and vehicle needed in order to complete the remaining tests to get your CDL.

If you have a Class A CDL and need the passenger endorsement, you will also have to complete the written passenger transport test and you will be required to take the skills tests at the DOT again. The skills tests would be done once you begin training.

You can get a CDL Driver's License Manual from the DOT driver's license stations or find it online at www.iowadot.gov. You will need to read and study sections 1 through 5 in order to prepare for the tests to get your CDL permit.

Please let us know when you have your permit so we can set up an interview. Applications will be kept on file for a period of one year. **You will not be eligible to start training unless you have a Commercial Driver License (CDL) permit.**

If you have any questions at this time, please ask.

Thank you again for applying at MET Transit.

Employment History

Please list information on your last three employers, starting with the last one first.

| Employment Dates | Name and Address of Employer | Salary | Position Title | Reason for leaving |
|------------------------|------------------------------|--------|----------------|--------------------|
| From _____ To _____ | | | | |
| From _____ To _____ | | | | |
| From _____ To _____ | | | | |

References: List below the names of three persons, not related to you, who have known you for at least one year.

| Name | Address | Business | Years Known |
|------|---------|----------|-------------|
| | | | |
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| | | | |

PLEASE READ BELOW

I hereby authorize and request all my former employers, and any other person, firm, or corporation to furnish any and all information concerning my employment and personal background, and I hereby release each such employer or other person, firm, or corporation from all liability by reason of furnishing the requested information. I understand, that in connection with this application, a report may be requested whereby information may be obtained by personal interviews with my neighbors, friends, or associates, or with others with whom I am acquainted or may have knowledge of me with respect to my character, general reputation, personal characteristics and hereby authorize the procurement of such report. I understand that, upon my request, I have the right to know if any such report was requested and if so, the name and address of the agency that furnished such report. I also understand that I have the right to receive a complete and accurate disclosure of the nature and scope of the information requested if I request such disclosure within a reasonable period of time. I understand that by signing this application I am authorizing MET Transit to obtain a copy of my driving record.

It is the intention of MET Transit to prevent engaging the services of individuals who have a history of sexual abuse, molestation and/or misconduct. To this effect, all efforts will be made to discover such histories. Signed completion of this application gives MET Transit permission to conduct such background checks and the applicant is hereby notified such background checks will be made vigorously.

I also understand that a satisfactory result on a post-offer, pre-employment physical and drug screening is a qualification for employment.

I understand that, if employed, any misrepresentation or omission of facts requested in the application is cause for dismissal from employment for no definite period and that I may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice.

Date _____ Signature of Applicant _____