



181 Ellicott Street
Buffalo, NY 14203
(716) 855-6500
www.nfta.com

EMPLOYMENT APPLICATION

Thank you for your interest in a position with the Niagara Frontier Transportation Authority (NFTA), or its wholly owned subsidiary, Niagara Frontier Transit Metro System, Inc. ("Metro"). NFTA and Metro are equal opportunity employers with policies of non-discrimination on the basis of legally protected characteristics.

Please print all answers in blue or black ink.

Date of Application		Job Code (For HR Use Only)	
Job Applying For		Job Number	
PERSONAL			
Name (First, Middle, Last)			
Is additional information relative to a change of name, use of an assumed name, or nickname necessary to allow a check of your work records? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain _____			
Address (Number, Street)		City, State, Zip	
Previous Address (if less than 5 years at current address)		City, State, Zip	
Home Phone	Cell Phone	Email Address	
Date you are available for work	Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, do you have a work permit? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Were you previously employed by the NFTA or Metro? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please state dates of employment and position(s) held: _____ _____			
List any friends or relatives working for the NFTA or Metro:			
1. _____ Name Relationship			
2. _____ Name Relationship			

EDUCATION

Level	Name of School City, State	Number of years attended	Did you graduate?	Major
GED/High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade, Vocational or Technical			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate/Other			<input type="checkbox"/> Yes <input type="checkbox"/> No	

MILITARY EXPERIENCE

Have you ever served in the U.S. Military? Yes No

If yes, what branch? _____

Dates of duty _____ to _____

Rank at discharge _____

Please describe duties; include training and schools completed

COMPLETE THIS SECTION ONLY IF A DRIVER'S LICENSE IS REQUIRED FOR THE POSITION YOU ARE SEEKING

Do you possess a valid NYS Driver's License? Yes. No

If yes, license number _____ Class _____

Do you have a CDL? Yes No **or** CDL Permit? Yes No

Have you had a driver's license in any state other than NY in the past 3 years? Yes No

If yes, where? _____ Have you been convicted of any moving violations in **any state** in the past 10 years? Yes No. If yes, please give details

How many years experience do you have driving: - a personal vehicle _____ years
 -a commercial vehicle _____ years
 -a passenger bus or heavy truck _____ years
 -a light truck or van _____ years

COMPLETE THIS SECTION IF YOU ARE SEEKING A CLERICAL POSITION

Are you familiar with Microsoft Word Yes No
 Excel Yes No
 Power Point Yes No
 Access Yes No

What is your typing speed? _____ wpm

ALL APPLICANTS

Have you ever been terminated or asked to resign from any employer? Yes No

If yes, please explain _____

**Have you ever been convicted of a criminal offense? Yes No

If yes, specify: date of conviction (s); disposition (s); court(s)

** A criminal conviction is not an absolute bar to employment with the NFTA or Metro, but will be considered with regard to the job for which you are applying, and the reasonableness of the risk presented.

EMPLOYMENT HISTORY

List all of your employment for the past 10 years. Begin with your current or most recent employer. Attach additional paper if necessary.

Name of Employer		Date From	To
Address		City, State	Zip
Position Held	Starting Salary	Final Salary	

Duties

Supervisor's Name and Title	Phone Number	Reason for Leaving
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Is this company still in business? Yes No May we contact this employer? Yes No

Name of Employer		Date From	To
Address		City, State	Zip
Position Held	Starting Salary	Final Salary	

Duties

Supervisor's Name and Title	Phone Number	Reason for Leaving
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Is this company still in business? Yes No May we contact this employer? Yes No

Name of Employer		Date From	To
Address		City, State	Zip
Position Held	Starting Salary	Final Salary	

Duties

Supervisor's Name and Title	Phone Number	Reason for Leaving
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Is this company still in business? Yes No May we contact this employer? Yes No

PROFESSIONAL REFERENCES

Name	Address	Phone	Relationship
Name	Address	Phone	Relationship
Name	Address	Phone	Relationship

ALL APPLICANTS MUST READ AND SIGN BELOW

GENERAL INFORMATION

Applicants to the Niagara Frontier Transportation Authority (NFTA), and its wholly owned subsidiary, Niagara Frontier Transit Metro System, Inc. ("Metro"), are selected on the basis of their experience and qualifications. We do not discriminate on the basis of race, religion, color, ancestry, national origin, gender, sexual orientation, age, disability, veteran status, arrest/conviction record or other legally protected characteristics. Applicants selected for positions within the NFTA and/or Metro must meet the requirements of the position, which may include successful completion of pre-employment testing, interview(s), post-offer physical examination, pre-employment drug testing (hair and urine), and a confidential background check. Once hired, all employees of NFTA and Metro will be subject to random drug and alcohol testing and may be required to undergo periodic medical examination and/or certification for duty.

Due to the high volume of applications that we receive, applicants will be contacted only if selected for an interview.

By signing below, you understand and agree to undergo such periodic testing as is required, and understand that failure to undergo such testing and/or failure to be certified for duty may result in termination of the employment relationship with the NFTA or Metro.

CERTIFICATION AND AUTHORIZATION

Please read and sign below the following statement

I, the undersigned, certify that I have read, personally completed, and understand all pages of this employment application and that the information I have provided is true, accurate, and complete. There are no material omissions or misrepresentations on this application, and I understand that my application may be rejected, and/or my employment may be terminated, if a material omission, untruth, or misrepresentation is discovered. I understand that once submitted, this application becomes the property of the Niagara Frontier Transportation Authority and will not be returned to me.

The NFTA and/or Metro, or its agents may use or disclose the information on this application to select candidates for NFTA and/or Metro positions, conduct background investigations, and/or to check references. I understand that providing this information is voluntary, but if an individual does not provide this information, he or she may not be considered as a candidate for employment.

By signing this application, I authorize the NFTA and/or Metro, and their agents to conduct a background investigation, a check of my prior employment record, and other references. Any information obtained as a result of a background investigation or reference will be treated confidentially and become the property of the NFTA and/or Metro.

I understand that any material omission or untruth shall be sufficient cause for refusal to hire or for dismissal.

Signature of Applicant

Date of Application



VOLUNTARY SELF-IDENTIFICATION FORM

The Niagara Frontier Transportation Authority, and its wholly owned subsidiary, Niagara Frontier Transit Metro System, Inc. ("Metro"), are equal opportunity employers with policies of non-discrimination on the basis of legally protected characteristics.

The NFTA and Metro comply with federal and state regulations pertaining to affirmative action, equal opportunity, and non-discrimination. The following information is requested for periodic state and federal government reporting only and will be kept confidential. Providing this information is voluntary, and will not subject the applicant to adverse treatment. Completed Voluntary Self-Identification Forms are maintained separate from the employment application.

Name (optional)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Position applied for	Department
How did you learn of this position: <input type="checkbox"/> NFTA or Metro Employee <input type="checkbox"/> Newspaper-Specify _____ <input type="checkbox"/> Job Posting <input type="checkbox"/> Other-Specify _____ <input type="checkbox"/> Employment Referral Agency <input type="checkbox"/> Internet-Specify _____	
Federal Ethnicity Categories	
<input type="checkbox"/> American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America), who maintains tribal affiliation or community attachment. <input type="checkbox"/> Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam. <input type="checkbox"/> Black or African American, Non-Hispanic: A person having origins in any of the black racial groups of Africa. <input type="checkbox"/> Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino." <input type="checkbox"/> Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands <input type="checkbox"/> White, Non-Hispanic: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. <input type="checkbox"/> Two or More Races: All persons who identify with more than one of the above five races.	

Please send this form directly to:
 NFTA/Metro
 Human Resources
 181 Ellicott Street
 Buffalo, NY 14203

Thank you for your interest in employment with the NFTA and/or Metro.