



Niagara Frontier Transportation Authority | 181 Ellicott Street, Buffalo, NY 14203 | (716) 855-6500 | 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.

Date of Application:		<b>Job Code (For HR Use Only)</b>	
Job Applying For:		Job Number:	
<b>PERSONAL</b>			
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	
Cell Phone	Home 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**

Do you have a high school diploma?

 Yes  No

Do you have a GED?

 Yes  No

Level	Name of School City, State	Number of years attended	Did you graduate	Degree/Certificate Attained
High School/GED			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College/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

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**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 License number \_\_\_\_\_ Class \_\_\_\_\_Do you have a CDL?  Yes  No or CDL Permit?  Yes  NoHave 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  NoExcel  Yes  NoPower Point  Yes  NoAccess  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	Duties	
Supervisor's Name and Title	Phone Number	Reason for Leaving

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	Duties	
Supervisor's Name and Title	Phone Number	Reason for Leaving

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	Duties	
Supervisor's Name and Title	Phone Number	Reason for Leaving

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. I understand a required Department of Transportation (DOT) drug and alcohol background check will be provided by my previous (DOT) employers (**for applicants applying for safety sensitive positions**). 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.

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Signature of Applicant

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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:

- NFTA or Metro Employee
- Employment Referral Agency
- NFTA Website
- Newspaper-Specify \_\_\_\_\_
- Internet-Specify \_\_\_\_\_
- Other-Specify \_\_\_\_\_

#### **Federal Ethnicity Categories**

- 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.
- 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.
- Black or African American, Non-Hispanic: A person having origins in any of the black racial groups of Africa.
- 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."
- Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands
- White, Non-Hispanic: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Two or More Races: All persons who identify with more than one of the above five races.



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### Pre-Employment Inquiry Release

In connection with, and for the duration of my employment the Niagara Frontier Transportation Authority and/or its wholly owned subsidiary, Niagara Frontier Transit Metro System, Inc. ("Metro"), I understand that investigative background inquiries will be made on myself including consumer, criminal, driving, and other reports. This information may, in whole or in part, may be obtained from an outside agency.

These reports will include information as to my general reputation, character and mode of living, work habits, performance and experience, along with reasons for termination of past employment from previous employers. Further, I understand that you will be requesting information from various federal, state and other agencies which maintain public and non-public records concerning my past activities relating to my driving, credit, civil, education and other experiences.

I authorize, without reservation, any party or agency contacted by NFTA or Metro to furnish the aforementioned information:

Applicant Name \_\_\_\_\_ Social Security Number \_\_\_\_\_ Date of Birth\* \_\_\_\_\_

Previous Name(s) Used\* \_\_\_\_\_

Current Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip Code \_\_\_\_\_

Driver's License/Non Driver's ID # \_\_\_\_\_ State \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*Date of Birth and Previous Name(s) Used are being requested in order to obtain accurate records only.**

#### **Notice to NEW YORK Applicants**

Under Article 25 Section 380-g of the New York General Business Law, should a consumer report received by an employer contain criminal conviction information, the employer must provide to the applicant or employee who is the subject of the report, a printed or electronic copy of Article 23-A of the New York Correction Law, which governs the employment of persons previously convicted of one or more criminal offenses.

\_\_\_\_\_ **Please initial here to acknowledge receipt of Article 23-A of the New York Correction Law.**

# NEW YORK CORRECTION LAW

## ARTICLE 23-A

### LICENSURE AND EMPLOYMENT OF PERSONS PREVIOUSLY CONVICTED OF ONE OR MORE CRIMINAL OFFENSES

Section	<b>750. Definitions.</b>
	<b>751. Applicability.</b>
	<b>752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.</b>
	<b>753. Factors to be considered concerning a previous criminal conviction; presumption.</b>
	<b>754. Written statement upon denial of license or employment.</b>
	<b>755. Enforcement.</b>

**§750. Definitions.** For the purposes of this article, the following terms shall have the following meanings:

- (1) "Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board or commission.
- (2) "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons.
- (3) "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question.
- (4) "License" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.
- (5) "Employment" means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purposes of this article, include membership in any law enforcement agency.

**§751. Applicability.** The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

**§752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.** No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless:

A Drug Free/Smoke Free Workplace ● An Equal Opportunity Employer

- (1) There is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or
- (2) the issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

**§753. Factors to be considered concerning a previous criminal conviction; presumption.**

1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:
  - (a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses.
  - (b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.
  - (c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.
  - (d) The time which has elapsed since the occurrence of the criminal offense or offenses.
  - (e) The age of the person at the time of occurrence of the criminal offense or offenses.
  - (f) The seriousness of the offense or offenses.
  - (g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.
  - (h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.
2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

**§754. Written statement upon denial of license or employment.** At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

**§755. Enforcement.**

1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules.
2. In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.





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**Completed Applications may be mailed or physically dropped off to:**

Attn: Human Resource Department  
Niagara Frontier Transportation Authority  
181 Ellicott Street  
Buffalo, NY 14203

Or

Emailed to: [Application\\_Intake@nfta.com](mailto:Application_Intake@nfta.com)