



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

TRANSIT POLICE OFFICER EMPLOYMENT APPLICATION

Thank you for your interest in employment as a Transit Police Officer with the Niagara Frontier Transportation Authority (NFTA). The NFTA is an equal opportunity employer with a policy 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? Yes No

If yes, explain _____

Address (Number, Street)	City, State, Zip	County
Previous Address (if less than 5 years at current address)	City, State, Zip	County

Home Phone	Cell Phone	Email Address
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Date you are available for work	Are you at least 20 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a United States citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a Certified NYS Police Officer? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Were you previously employed by the NFTA or Metro?

Yes 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 credits earned	Did you graduate	Degree/Certificate Attained
College			<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

DRIVER'S LICENSE INFORMATION

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

If yes, license number _____ Class _____

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:

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, 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
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Name	Address	Phone	Relationship
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Name	Address	Phone	Relationship
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ALL APPLICANTS MUST READ AND SIGN BELOW

GENERAL INFORMATION

Applicants to the Niagara Frontier Transportation Authority (NFTA) 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 Transit Police Officer positions must meet the requirements of the position, which will include successful completion of: written exam, physical agility test, safety assessment survey, interview(s), post-offer physical examination, post-offer psychological examination, pre-employment drug testing (hair and urine), and confidential background check(s).

Once hired, all employees of NFTA 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, Transit Police Officer applicants will be contacted only if selected to take the written exam for this position.

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.

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 its wholly owned subsidiary, Niagara Frontier Transit Metro System, Inc. ("Metro"), or its agents may use or disclose the information on this application to select candidates for NFTA 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, untruth, or material omission shall be sufficient cause for refusal to hire or for dismissal.

Signature of Applicant

Date of Application



Pre-Employment Inquiry Release

In connection with, and for the duration of my employment with 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, including Acxiom Information Security Services (AISS), 6111 Oak Tree Blvd, 4th floor, Independence, OH 44131, telephone 800.853.3228.

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*
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Previous Name(s) Used

Current Address	City & State	Zip Code
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Drivers License/Non Driver's ID #	State
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Applicant's Signature _____ Date _____

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



VOLUNTARY SELF-IDENTIFICATION FORM

The Niagara Frontier Transportation Authority is an equal opportunity employer with a policy of non-discrimination on the basis of legally protected characteristics.

The NFTA complies 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
 Human Resources
 181 Ellicott Street
 Buffalo, NY 14203

Thank you for your interest in employment with the NFTA.



FOR APPLICANTS OF TRANSIT POLICE OFFICER POSITIONS ONLY

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I, _____, do hereby authorize full release and disclosure of any and all records concerning myself to the NIAGARA FRONTIER TRANSPORTATION AUTHORITY and its appointed agent(s), whether said records are public, private or confidential in nature.

The intent of this authorization is to give my consent for full and complete disclosure of records from educational institutions, financial or credit institutions (including records of deposits, withdrawals, and balances of checking and savings accounts and loans); records of commercial or retail credit agencies (including credit ratings); medical and psychiatric treatments and consultations, including psychological testing or evaluation; hospital; clinics; private practitioners; U.S. Armed Forces clinics and hospitals; U.S. Veterans Administration; public utility companies; employment and pre-employment records (including any and all background investigations, efficiency ratings, complaints or grievances against me, and salary records); any other financial statements and records, wherever filed; records of complaints, arrests, trial and/or convictions for alleged or actual violations of the law (including criminal and traffic records, complaints of a civil nature made by or against me in any case I presently have, or have had an interest).

The intent of this authorization is to provide full and free access to my background history for the specific purpose of pursuing a background investigation which may provide pertinent data for the NIAGARA FRONTIER TRANSPORTATION AUTHORITY to consider in determining my suitability for employment with the NIAGARA FRONTIER TRANSPORTATION AUTHORITY POLICE DEPARTMENT, and the identification of the sources of information enumerated above is not intended to deny access to records not specifically identified.

I understand that any information obtained during this investigation may be released by the NIAGARA FRONTIER TRANSPORTATION AUTHORITY to professional offices/individuals inside and outside of the Authority who are involved in the evaluation and hiring process. All such information shall be held in the strictest confidence and will not be released to any other parties without the express approval of the Applicant, or in response to a lawful court order or subpoena or in the defense of any lawsuit concerning my application for selection for or rejection from employment.

I understand that information obtained by this investigation, developed directly or indirectly, in whole or in part, from this release will be considered in determining my suitability for employment by the NIAGARA FRONTIER TRANSPORTATION AUTHORITY. A copy of this release form will be considered valid, even though the copy does not contain an original of my signature.

I hereby release all parties furnishing information under this Authorization from any and all liability for damages that may result from furnishing such information to, or the use or disclosure of such information by, the NIAGARA FRONTIER TRANSPORTATION AUTHORITY and its officers and agents.

Signature

DATE

NOTARY

DOB SSN

MY COMMISSION EXPIRES

WITNESS