



All completed application may be returned in person or mailed to our office at 3000 Business Center Drive Alexandria, Virginia 22314. **Incomplete applications will be returned.** You must include a criminal history report & DMV driving history with your application.

Frequently Asked Questions:

How do I obtain a Learner's Permit?

- ☐ Get a CDL handbook from the Department of Motor Vehicles (DMV). Study chapters 1, 2, 5, 6 & 8. Return to the DMV and take the written CDL driving test. The class "B: CDL learner's permit must have a "P" endorsement and no "air brake" restriction.

What information is required with my application?

- ☐ Five year driving history from the DMV
- ☐ Criminal History Report

How do I know if I've been selected?

- ☐ You will be contacted if you have been selected for an interview. At that time you may bring any additional information you feel will aid us in the selection process.

What happens if I am selected?

- ☐ You will be asked to come to a class. Please be punctual.
- ☐ You will take a video test which lasts approximately 2 hours.
- ☐ You will be required to take a physical exam and drug test at our expense.

What happens after I am selected?

- ☐ You will be in a training period. The hours vary and the training can last up to 6 weeks. You will be paid \$13.00 an hour during training.

WE OFFER TRAINING CLASSES AS NEEDED.

Where is the training held?

- ☐ Training classes are held in office, at 3000 Business Center Drive, Alexandria, Virginia

What hours will I work?

- ☐ Shifts vary. You will likely work weekend work or split shifts, anytime between 4:30 am and 1:00 am Monday through Friday and 6:00 am through 12:00 midnight Saturday & Sunday.

What is the starting salary?

- ☐ The starting salary is \$17.00 an hour with annual cost of living increases and anniversary rate increases.

Company Benefits:	Requirements for Employment:
Health insurance	Must be 24 years of age
Short and long-term disability	Clean driving record
Dental Plan	Pass a physical exam and drug screen test
Life Insurance	Must have CDL or Learner's Permit
Paid Vacation	Complete and pass ATC training program
10 Paid Holidays	
401 K Plan	
Sick Leave Allowance	

TRANSIT MANAGEMENT OF ALEXANDRIA, INC.

JOB APPLICATION

EQUAL OPPORTUNITY EMPLOYER



RETURN TO:

Alexandria Transit Company/DASH, 3000 Business Center Dr, Alexandria, Virginia 22314

INSTRUCTIONS: Please print the requested information in the spaces below. Incomplete or unsigned applications will **NOT** be considered. **A resume will not substitute for the information requested.** All applications must include a current copy of your Motor Vehicle Record and a Criminal History from the jurisdiction of residence of the last two (2) years, dated within 30 days.

Position applying for: (Please specify one only) _____ Bus Driver _____ Mechanic _____ Service Worker
_____ Other (Specify) _____

Are you seeking: _____ Full-time _____ Part-time

Note: Driving requires varied work hours.

Date of application: _____ Date available: _____

Name: _____
Last First Middle Maiden

Social Security Number: _____ - _____ - _____

Address: _____
Number/Street Apt. # City State Zip Code

Telephone: Home: () _____ Cell: () _____

Person to contact in case of an emergency: _____ Telephone: () _____

EDUCATION

High School/GED: _____
Name City/State Diploma: _____ Years Completed: _____

College: _____
Name City/State Diploma: _____ Years Completed: _____

Major/Degree In: _____

Vocational/Trade School: _____ Certificate: _____ Yes _____ No
Name City/State

List any major accomplishments, awards or training you have received:

List all other names, if any, used on employment or educational records: _____

Have you ever been arrested or convicted as an adult for a law violation (excluding minor traffic violations)? _____ Yes _____ No
If yes, explain by giving full details and dates: _____

A conviction will not automatically disqualify you from consideration. We will consider the nature of the offense in relation to the job for which you are applying. We will also consider your record since the offense.

Federal law requires an answer to the following question. If you are not a U. S. Citizen, are you legally eligible for employment in the United States?

_____ Yes _____ No. Give the number of your permanent resident card or work permit number or another form of documentation:

Have you been employed by a bus or truck company in the past ten (10) years? _____ Yes _____ No

If yes, please list name and address of company and your position: _____

Type of work performed? _____

Do you have a current Commercial Driver's License (CDL) _____ Yes _____ No **or** CDL Learner's Permit _____ Yes _____ No

License Number: _____ State/District: _____ Endorsements: _____

Are there any points against your license? _____ Yes _____ No If yes, how many? _____

Effective April 1, 1992, a Commercial Driver's License is required by Federal law in the operation of a transit vehicle. Federal law requires that all Commercial Motor Vehicle Operators who drive across state lines must be at least 21 years of age.

I hereby certify that all entries and attachments are true. I authorize TMA (operating as Alexandria Transit Company a.k.a. DASH) to obtain data from medical, credit, education, employment and conviction records to support my job application and I understand that all information provided here is subject to verification. I agree that any falsification is grounds for dismissal.

I understand that I may be required to pass various job-related examinations in order to be considered for employment and that I must successfully complete a physical examination prior to my employment being official and complete. I also understand that if I am employed by Transit Management of Alexandria I am required to serve a probationary period during which time my performance will be evaluated and I may be terminated if my conduct or performance is not fully satisfactory.

I understand that all offers of employment must be made conditional upon proper documentation and completion, background and reference checks and training program.

Signature

Date

Applicants must complete all pages. Incomplete applications will not be processed. A resume will not substitute for the information requested.

List all work experience including any significant volunteer experience in the last ten (10) years. Begin with your present or most recent employer. Include military service. You may attach a separate continuation sheet if needed.

WORK HISTORY

Job Position _____ From Mo/Year _____ to Mo/Year _____

Employer _____ Telephone _____

Address _____

Starting salary _____ Final salary _____ F/T _____ P/T _____ Hours per week _____

Supervisor's name and title _____

Reason for wanting to leave _____

In your own words describe your work and responsibilities: _____

Job Position _____ From Mo/Year _____ to Mo/Year _____

Employer _____ Telephone _____

Address _____

Starting salary _____ Final salary _____ F/T _____ P/T _____ Hours per week _____

Supervisor's name and title _____

Reason for leaving _____

In your own words describe your work and responsibilities: _____

Job Position _____ From Mo/Year _____ to Mo/Year _____

Employer _____ Telephone _____

Address _____

Starting salary _____ Final salary _____ F/T _____ P/T _____ Hours per week _____

Supervisor's name and title _____

Reason for leaving _____

In your own words describe your work and responsibilities: _____

Work History continued:

Job Position _____ From Mo/Year _____ to Mo/Year _____

Employer _____ Telephone _____

Address _____

Starting salary _____ Final salary _____ F/T _____ P/T _____ Hours per week _____

Supervisor's name and title _____

Reason for leaving _____

In your own words describe your work and responsibilities: _____

Job Position _____ From Mo/Year _____ to Mo/Year _____

Employer _____ Telephone _____

Address _____

Starting salary _____ Final salary _____ F/T _____ P/T _____ Hours per week _____

Supervisor's name and title _____

Reason for Leaving _____

In your own words describe your work and responsibilities: _____

Job Position _____ From Mo/Year _____ to Mo/Year _____

Employer _____ Telephone _____

Address _____

Starting salary _____ Final salary _____ F/T _____ P/T _____ Hours per week _____

Supervisor's name and title _____

Reason for leaving _____

In your own words describe your work and responsibilities: _____

**TRANSIT MANAGEMENT OF ALEXANDRIA
AFFIRMATIVE ACTION DATA FORM**

Transit Management of Alexandria, Inc. has an Affirmative Action program to ensure equal employment opportunity. Applicants are considered for all positions without regard to race, color, religion, national origin, sex or age (except where sex or age is a bonafide occupational qualification), marital status, veteran status, or the presence of a non-job-related medical condition or handicap. We are asking you to help us measure the effectiveness of this program by answering the questions below.

The information collected will be used for statistical purposes only. This form will not remain with your application, nor will it in any way bar you from employment consideration. If you have any questions, comments, suggestions or complaints about the employment or promotion process, please contact the Alexandria Transit Company's administrative offices at 703.746.3274,

Position applied for: _____ Date: _____

Name: _____
Last First Middle Initial Maiden

Sex: _____ Male _____ Female Birth Date: _____ - _____ - _____
Month Day Year

Ethnic Origin (Please check one):

Note: Ethnic origin is defined by the Federal Equal Employment Opportunity Commission as follows:

- _____ 1. White – (Not of Hispanic origin) – Persons having origins in any of the original peoples of Europe, North Africa or the Middle East (includes all countries within the Arabian peninsula; excluding countries within the Indian Subcontinent).
- _____ 2. Black – (Not of Hispanic origin) – persons having origins in any of the black racial groups of Africa.
- _____ 3. Hispanic – Persons having origins in the original peoples of Spain and persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- _____ 4. Asian or Pacific Islanders – Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Island.
- _____ 5. American Indian or Alaskan Native – Persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or communit recognition.

Disability: _____ Yes _____ No If yes, please describe briefly your disability or handicap: _____

Veteran: _____ Yes _____ No If yes, check here _____ if you are a Vietnam Era Veteran (served on active duty for more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975 and were discharged with other than a dishonorable discharge).

How did you learn about the job for which you are applying?

_____ Walk in _____ Washington Post _____ Employment Guide _____ VEC job information

_____ Other (Specify) _____ DASH Employee (Name) _____