



COMMUNITYTRANSIT
of
Watertown/Sisseton, Inc.

205 1st Ave Ne, Watertown, SD 57201
(605) 882-5287

811 4th Ave E, PO Box 27, Sisseton, SD 57262
(605) 698-7511

Application for Employment
Equal Employment Opportunity Employer

"Special accommodations for applications, training, or job information in alternative formats available upon request."

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: _____ Email _____

Date Available: _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when?

Males born after December 31st, 1959, are required to register with Selective services. Are you registered? YES NO

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____
Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____
Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

YES NO

May we contact your previous supervisor for a reference?

Disclaimer and Signature

Please Read and Sign Below

I give my consent to any pre-employment physical examination or drug test required by this company after any conditional offer of employment has been made.

If employed, I understand that my employment is for no definite period of time, and if terminated, the employer is liable only for wages and/or salary earned as of the date of termination.

I hereby certify that the information given by me is true and complete to the best of my knowledge and belief. I further authorize investigation of all statements I have made. Misrepresentations, falsifications, or omissions of facts called for in this application or in the interview process are cause for cancellation of this application or termination of employment. **Unsigned applications will not be considered.**

Applicant's Signature: _____ **Date:** _____

Authorization for Reference Request (Sign Below)

I have applied with Community Transit of Watertown/Sisseton, Inc. for employment and I desire that they be fully advised of my record with former employers. I, therefore, respectfully request that you furnish the requested information concerning my employment with your organization, and hereby release you from any and all liability of damages for providing the information requested.

Applicant's Signature: _____ **Date:** _____

Community Transit of Watertown/Sisseton, Inc., in accordance with state and federal laws, does not discriminate on the basis of religion, sex, age, national origin, disability, or any other protected group status.

Community Transit of Watertown/Sisseton, Inc. recognized that South Dakota is an employment at-will state and maintains the employment at-will status for all employees.