OXFORD UNIVERSITY TRANSIT EMPLOYMENT APPLICATION

Oxford Transit Management, Inc.

Thank you for your interest in employment with Oxford University Transit. We appreciate your consideration of our organization and encourage you to complete this application accurately and completely. The information provided in this application will be used to evaluate your qualifications for employment and may be verified as part of the company's employment screening and background investigation process.

APPLICATION INSTRUCTIONS

- Complete all applicable sections of the application. Enter N/A where a question does not apply.
- Provide accurate, truthful, and complete information. Providing false, misleading, or materially incomplete information may result in disqualification from consideration or termination of employment if discovered after hire, consistent with applicable law.
- Attach additional pages if more space is needed. Include your full name on each additional page
- Submit any supporting documents requested by Oxford University Transit during the hiring process
- Review your application carefully before submitting. Only completed and signed applications will be considered.
- Applications will be retained for ninety (90) days from the date received. Applicants wishing to be considered after that period may be required to submit a new application.

DOCUMENTS / INFORMATION THAT MAY BE REQUIRED

- Valid driver's license and applicable driving credentials.
- Commercial Driver's License (CDL) and endorsements, when required for the position.
- DOT Medical Examiner's Certificate, when applicable
- Employment, education, and professional qualification verification.
- Criminal background screening and applicable authorizations.
- Motor vehicle record (|MVR)screening and authorization, when applicable.
- DOT drug and alcohol testing history and required authorizations, when applicable.
- Employment eligibility verification documentation, following offer of employment.

ADDITIONAL INFORMATION

Oxford University Transit is committed to providing equal employment opportunities. Applicants requiring reasonable accommodation to participate in the application or interview process may contact the company to request assistance. Submission of an employment application does not guarantee an interview or an offer of employment.

POSITION REQUEST

Date of Application	Position Applying For
_____	_____

☐ Full-Time ☐ Part-Time ☐ Temporary

☐ Driver ☐ Dispatch ☐ Mechanic

1. APPLICANT INFORMATION

Legal First Name	Middle Name	Legal Last Name
_____	_____	_____

Preferred Name (if different)

_____

Street Address	Apartment/Unit
_____	_____

City	State	ZIP
_____	_____	_____

Primary Phone	Alternate Phone	
_____	_____	

Date available to begin work	Email Address
_____	_____

2. DRIVER QUALIFICATIONS

Do you currently have a valid driver's license? ☐ Yes ☐ No State Issued: _____ Expires: _____

License Classification	CDL Class	Permit? Yes / No
_____	_____	_____

☐ Passenger Endorsement ☐ Air Brake qualification

☐ School Bus Endorsement ☐ Other endorsement/restriction:

_____

Have your driving privileges ever been suspended or revoked? ☐ Yes ☐ No

If yes, explain dates and circumstances:

_____

_____

3. RESIDENCE HISTORY

List addresses where you have lived during the past seven (7) years, beginning with your current address. Attach an additional page if necessary.

From	To	Street Address / City / State / ZIP

4. EMPLOYMENT HISTORY

Beginning with your present or most recent employer, list employment for the past seven (7) years, including part-time employment and periods of unemployment. If additional space is needed, attach another page. (if you have a resume, please attach to your application)

EMPLOYER 1 – May we contact this employer? ☐ Yes ☐ No

From (MM/YYYY)	To (MM/YYYY)	Employer Name
_____	_____	_____
Employer Address		**Phone**
_____		_____
Position / Title		**Supervisor**
_____		_____

Primary Duties / Responsibilities

_____ **Reason for Leaving**

_____

EMPLOYER 2 – May we contact this employer? ☐ Yes ☐ No

From (MM/YYYY)	To (MM/YYYY)	Employer Name
_____	_____	_____
Employer Address		**Phone**
_____		_____
Position / Title		**Supervisor**
_____		_____

Primary Duties / Responsibilities

_____ **Reason for Leaving**

_____

EMPLOYER 3 – May we contact this employer? ☐ Yes ☐ No

From (MM/YYYY)	To (MM/YYYY)	Employer Name
_____	_____	_____
Employer Address		**Phone**
_____		_____
Position / Title		**Supervisor**
_____		_____

Primary Duties / Responsibilities

_____ **Reason for Leaving**

_____

EMPLOYER 4 – May we contact this employer? ☐ Yes ☐ No

From (MM/YYYY)	To (MM/YYYY)	Employer Name
_____	_____	_____
Employer Address		**Phone**
_____		_____
Position / Title		**Supervisor**
_____		_____

Primary Duties / Responsibilities

_____ **Reason for Leaving** _____

Please explain any significant gaps in employment

_____

_____

5. EDUCATION, TRAINING & QUALIFICATIONS

School / College	City / State	From	To	Graduated?	Major / Program

DRIVING / CDL / SAFETY TRAINING

List driving schools, CDL training, ELDT training, defensive driving, first aid/CPR, or other relevant training.

Course / School	Date	Type / Certification	Completed?

SPECIAL SKILLS / EQUIPMENT

Specialized machinery, vehicles, equipment, software, or other job-related skills:

_____ **Languages spoken/read/written and level of proficiency, if applicable:**

_____

6. REFERENCES

Provide three people who know you well enough to provide current information about you. Do not list relatives or former employers.

REFERENCE 1 - May we contact this reference? ☐ Yes ☐ No

Name _____	**Years Known** _____
Address _____	**Home / Cell Phone** _____

Relationship / How you know this person

_____

REFERENCE 2 - May we contact this reference? ☐ Yes ☐ No

Name _____	**Years Known** _____
Address _____	**Home / Cell Phone** _____

Relationship / How you know this person

_____

REFERENCE 3 - May we contact this reference? ☐ Yes ☐ No

Name _____	**Years Known** _____
Address _____	**Home / Cell Phone** _____

Relationship / How you know this person

_____

7. DRIVING RECORD & ACCIDENT HISTORY

Answer the following questions accurately. Information may be verified as part of the hiring process.

Has your driver's license ever been suspended or revoked? ☐ Yes ☐ No **If**

Yes, explain:

_____

To the best of your knowledge, have you received any moving traffic citations within the past five (5) years, excluding parking tickets? ☐ Yes ☐ No

Offense / Citation	City / State	Date	Disposition

Describe any traffic accidents in which you have been involved, including approximate date, location, and whether you were the driver.

_____

_____

8. CRIMINAL / COURT HISTORY

As part of our employment application process, applicants are required to disclose any misdemeanor or felony convictions that occurred within the past ten (10) years.

PLEASE NOTE: A conviction does not automatically disqualify an applicant from employment. Each situation will be reviewed individually, considering the nature and seriousness of the offense, the length of time since the conviction, and its relevance to the position for which the applicant is applying.

Applicants should not disclose arrests that did not result in convictions or records that applicable law prohibits the company from requesting.

Have you been convicted of a misdemeanor or felony offense within the past ten (10) years? ☐ Yes ☐ No

If Yes, provide the following information for each applicable matter:

Nature of Offense	County / State	Date of Conviction	Disposition / Sentence

If more space is needed, attach a separate sheet.

9. EMPLOYMENT SEPARATION & PRIOR O.U.T EMPLOYMENT

Have you previously worked for Oxford University Transit? ☐ Yes ☐ No

Do you have a family member or friend currently employed or formerly employed by McDonald Transit or Oxford University Transit? ☐ Yes ☐ No

If Yes, provide name and relationship:

_____

10. AVAILABILITY & WORK SCHEDULE

Provide your actual availability. Scheduling needs may vary by position and service requirements.

Day	Available From	Available Until	Unavailable / Restrictions
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

☐ I am willing to work nights.

☐ I am willing to work weekends.

☐ I am willing to work holidays.

☐ I am available for overtime.

Do you have reliable transportation to and from work for every scheduled shift? ☐ Yes ☐ No

Are you able to perform the essential functions of the position for which you are applying, with or without reasonable accommodation? ☐ Yes ☐ No

11. APPLICANT CERTIFICATION & AUTHORIZATION

I certify that the information provided in this employment application and any attachments is true, accurate, and complete to the best of my knowledge. I understand that any material misrepresentation, omission, or falsification of information may result in the withdrawal of an employment offer or termination of employment if discovered after hire, consistent with applicable law.

I authorize Oxford University Transit to verify the information provided on this application, including employment history, education, professional qualifications, licenses, and references, as applicable to the position I am applying for. I understand that additional authorization forms may be required for background checks, motor vehicle records, and DOT-regulated drug and alcohol testing records.

I understand that employment is contingent upon satisfactory completion of applicable background screening, verification of qualifications, and any position-specific requirements.

I understand that submission of an application does not constitute a contract of employment or guarantee employment for any specific period.

Printed Name	Signature	Date
_____	_____	_____

FOR O.U.T. USE ONLY

Application Received	Received By
_____	_____
☐ Application complete	☐ Additional information requested
☐ Interview requested	☐ Pre-employment screening initiated
☐ Not selected	

Notes: _____

_____