



APPLICATION FOR EMPLOYMENT

(use additional pages if necessary)

Please print or type. Answer all questions completely and show clearly that you meet the requirements of the position applied for. The information will be used to determine if your application is accepted. Part or all of your rating will be based on this information.

TRANSIT POSITIONS: (PLEASE CIRCLE ALL THAT APPLY)				PARKING UTILITY POSITIONS:			
PARATRANSIT DRIVER		FIXED ROUTE DRIVER		CLEANER		HOSTLER	
				MECHANIC		SEASONAL OTHER _____	
NAME (FIRST, MIDDLE, LAST)				HOME PHONE NUMBER		MOBILE PHONE NUMBER	
CURRENT ADDRESS (NUMBER, STREET, CITY, STATE, ZIP CODE)				SOCIAL SECURITY NUMBER			
EMAIL ADDRESS				ARE YOU A U.S. CITIZEN OR LEGAL ALIEN?			
				YES NO			
NAMES OF RELATIVES EMPLOYED BY THE CITY (INDICATE RELATIONSHIP)							
DO YOU HAVE A VALID WI DRIVERS LICENSE?		DO YOU HAVE A VALID COMMERCIAL DRIVERS LICENSE?		CLASS CDL		STATE ISSUED	
YES NO		YES NO		A B C D			
DRIVER'S LICENSE NUMBER:				PASSENGER ENDORSEMENT		AIR BRAKE RESTRICTIONS	
				YES NO		YES NO	
EARLIEST DATE AVAILABLE TO START WORK?				HOW MANY DAYS WERE YOU ABSENT FROM WORK IN THE LAST 3 YEARS DUE TO PERSONAL REASONS?			
WERE YOU EVER ASKED TO RESIGN OR DISCHARGED?							
YES NO IF YES, EXPLAIN:							
MAY WE CONTACT YOUR PRESENT EMPLOYER?				LIST SHIFTS AVAILABLE FOR WORK:			
YES NO				EARLY AM MID DAY EVENINGS SATURDAYS			
IS THIS THE ONLY INCOME PRODUCING JOB YOU INTEND TO HAVE?							
YES NO IF NO, EXPLAIN:							
HAVE YOU EVER BEEN EMPLOYED BY THE CITY OF SHEBOYGAN?							
YES NO IF YES, POSITIONS: _____ DATES: _____							
WERE YOU IN THE ARMED FORCES?		IF YES, WHEN?		TYPE OF DISCHARGE?			
YES NO BRANCH: _____		FROM: _____ TO: _____					
HAVE YOU EVER BEEN CONVICTED OF ANY VIOLATION OF LAW OTHER THAN MINOR TRAFFIC VIOLATIONS?						YES NO	
(CONVICTIONS ARE NOT AUTOMATIC BAR TO EMPLOYMENT AND WILL BE CONSIDERED ONLY AS IT PERTAINS TO THE JOB.)							
IF YES, NATURE OF OFFENSE:		DATE OF CONVICTION:		NAME AND LOCATION OF COURT:			
HIGHEST COMPLETED LEVEL OF EDUCATION:		NAME AND ADDRESS OF HIGH SCHOOL				DID YOU GRADUATE?	
H.S./GED ASSOCIATES BACHELOR OTHER						YES NO	
TRAINING BEYOND HIGH SCHOOL: COLLEGE, TECHNICAL OR OTHER SCHOOLS YOU HAVE ATTENDED. UNDER CREDITS EARNED INDICATE Q FOR QUARTERS AND S FOR SEMESTERS. COMPLETE BELOW:				CIRCLE YEARS BEYOND HIGH SCHOOL		GED CERTIFICATE YEAR	
				1 2 3 4 5 6			
NAME & LOCATION		DATES ATTENDED		CREDITS		MAJOR FIELD	

**EMPLOYMENT
INFORMATION**

Begin with your present employment and work back. Account for all time during the last 15 years including periods of unemployment. Answer all questions even if you submit a resume. IN ADDITION, please describe all other experience that would qualify you for this position.

PRESENT OR MOST RECENT EMPLOYER		COMPLETE ADDRESS / PHONE NUMBER	
YOUR TITLE	REASONS FOR LEAVING OR CONSIDERING LEAVING	NAME OF SUPERVISOR	
YOUR DUTIES		TOTAL TIME EMPLOYED	FROM TO
		TOTAL TIME EMPLOYED FULL-TIME	
		TOTAL TIME EMPLOYED PART-TIME	
		EARNINGS (HOURLY OR YEARLY)	
PAST EMPLOYER #2		COMPLETE ADDRESS / PHONE NUMBER	
YOUR TITLE	REASONS FOR LEAVING OR CONSIDERING LEAVING	NAME OF SUPERVISOR	
YOUR DUTIES		TOTAL TIME EMPLOYED	FROM TO
		TOTAL TIME EMPLOYED FULL-TIME	
		TOTAL TIME EMPLOYED PART-TIME	
		EARNINGS (HOURLY OR YEARLY)	
PAST EMPLOYER #3		COMPLETE ADDRESS / PHONE NUMBER	
YOUR TITLE	REASONS FOR LEAVING OR CONSIDERING LEAVING	NAME OF SUPERVISOR	
YOUR DUTIES		TOTAL TIME EMPLOYED	FROM TO
		TOTAL TIME EMPLOYED FULL-TIME	
		TOTAL TIME EMPLOYED PART-TIME	
		EARNINGS (HOURLY OR YEARLY)	
PAST EMPLOYER #4		COMPLETE ADDRESS / PHONE NUMBER	
YOUR TITLE	REASONS FOR LEAVING OR CONSIDERING LEAVING	NAME OF SUPERVISOR	
YOUR DUTIES		TOTAL TIME EMPLOYED	FROM TO
		TOTAL TIME EMPLOYED FULL-TIME	
		TOTAL TIME EMPLOYED PART-TIME	
		EARNINGS (HOURLY OR YEARLY)	
LIST ALL OTHER QUALIFICATIONS WHICH QUALIFY YOU FOR THE POSITION FOR WHICH YOU HAVE APPLIED:			

List all Motor Vehicle Accidents in which you have been involved in the Past Three (3) Years:

DATE	LOCATION (City and State)	NATURE OF ACCIDENT (Upset, Head-on, Etc.)	DESCRIBE ANY PERSONAL INJURY OR FATALITY

List all violations of motor vehicle laws or ordinances (Other Than Violations Involving Only Parking) of which you were convicted or forfeited bond or collateral during the **Past Three (3) Years.**

Location (City and State)	Date	Violation	Penalty of Disposition

Have you ever been denied a license, permit or privilege to operate a motor vehicle or has a license, permit or privilege issued to you to operate a motor vehicle ever been revoked or suspended? YES NO

If yes, provide detail the facts and circumstances of each such denial, suspension or revocation:

Describe the nature and extent of your experience in the operation of motor vehicles, including the type of equipment such as buses, trucks, etc., which you have operated.

CERTIFICATION

Federal and state laws prohibit discrimination based upon this information which is requested. We are an Equal Opportunity Employer. M/F/H. Your opportunity for employment or promotion will be based on your merit and fitness and no other consideration.

READ CAREFULLY BEFORE SIGNING: I certify that all answers to the above questions are true and complete. I understand and agree that any misstatements or omissions of material facts will subject me to disqualification or dismissal. I hereby authorize the City to investigate my former employers and to make any further investigation deemed necessary and do hereby release the City and its employees from all liability resulting from such investigation. This application will remain active for only 90 days unless renewed by me.

IF YOU HAVE A DISABILITY WHICH REQUIRES REASONABLE ACCOMMODATION, PLEASE CHECK HERE TO REQUEST TO DISCUSS POTENTIAL ACCOMMODATIONS THAT WOULD ENABLE YOU TO PARTICIPATE IN THE APPLICATION PROCESS OR PERFORM ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING.

The City of Sheboygan, Wisconsin is an Equal Opportunity Employer In compliance with the Americans with Disabilities Act, the City of Sheboygan will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Signature: _____

Date: _____



2017 SUMMARY OF BENEFITS

UNION/REPRESENTED COMPENSATION PACKAGE

Shoreline Metro, a department of the City of Sheboygan, offers a competitive compensation and benefits package for employees including part-time employees. The following is a summary of benefits and eligibility:

COMPENSATION

	<u>UNDER 5 YR</u>	<u>5 YRS</u>	<u>10 YRS</u>	<u>15 YRS</u>	<u>20 YRS</u>
Fixed Route Driver	\$21.47*	\$22.01	\$22.54	\$23.08	\$23.40
Mechanic	\$24.76**	\$25.38	\$26.00	\$26.62	\$26.99
Hostler	\$18.66	\$19.12	\$19.59	\$20.05	\$20.33
Cleaner	\$16.14	\$16.54	\$16.94	\$17.35	\$17.59
	<u>1 to 5 YRS</u>	<u>5 YRS+</u>			
Paratransit Driver	\$12.12	\$13.43			

*65% of rate during training, 75% during probation, then incremental to 100%.

** 95% of rate for 12 months with evaluation at 6 months.

HEALTH & DENTAL INSURANCE

Shoreline Metro offers a comprehensive high deductible wellness based health insurance plan to qualifying employees. All full-time employees are eligible for health and dental insurance at an affordable rate. Part-time employees may qualify for insurance based on the number of hours worked during a calendar year.

Part-time employees who work between 20-39 hours per week are eligible for health and dental insurance at 50% of the rate of coverage. Paratransit drivers must work an average of 30 hours per week to be eligible for health and dental insurance at 20% of the rate of coverage. All part-time employees are eligible for coverage after one year of service.

Additional benefits such as short-term and long-term disability insurance and Flexible Spending Accounts are also available.

LIFE INSURANCE

Employees working in a full-time position will have their share of the group life insurance premium paid for by Shoreline Metro for eleven of twelve months. Employees are responsible for the twelfth monthly payment.

CLOTHING & TOOL ALLOWANCE

Shoreline Metro offers clothing allowance to fixed route drivers based on their classification ranging from \$170 to \$260 per year. Mechanics are eligible for up to \$450 in reimbursement for authorized tool purchases. Mechanics and Hostlers are eligible annually for up to \$100 reimbursement for safety shoes and jackets.

RETIREMENT

Employees working over 1,200 hours per year are eligible for the Wisconsin Retirement System.

VACATION/PTO/HOLIDAYS

Employees of Shoreline Metro are eligible for vacation and/or floating holiday paid-time-off (PTO) according to years of service. Full-time employees start with 2 weeks of vacation after one year of continuous service. Part-time employees (except for Paratransit drivers) are eligible for 1 week of vacation after one year of continuous service on a prorated basis. Paratransit drivers may also be eligible for vacation.

All employees are eligible for floating holiday PTO. Full-time employees earn forty (40) hours per year while all part-time employees earn a prorated amount based on hours worked the previous year. All employees are eligible for holiday pay. Some exclusion may apply.

TRANSPORTATION

All employees and their immediate family are eligible for free fares on aboard Shoreline Metro.

DATE: _____

I hereby empower any officer of the City of Sheboygan, bearing this release to within one year of its date, to obtain information and records pertaining to me from any or all of the following sources and to release same to the Director of Transit & Parking of the City of Sheboygan.

1. Any previous employer
2. Any police department or law enforcement agency
3. Any school, college, university, or other educational institution

I hereby release any individual or institution, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information or any attempt to comply with it.

Exceptions to the blanket authorization:

Please Print:

Full Name: _____

Address: _____

City, State & Zip Code: _____

Date of birth: _____

Maiden Name: _____

Signature: _____

Witness: _____



APPLICANT DATA RECORD

VOLUNTEER APPLICANT DATA SURVEY

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or disability, or any other legally protected status.

As employers / governmental contractors, we comply with government regulations, including affirmative action responsibilities where they apply.

Solely to help us comply with government recordkeeping, reporting and other legal requirements, we request that you please fill out the Applicant Data Record. We appreciate your cooperation.

This data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment. Submission of the following questions is strictly voluntary. Failure to respond will have no adverse affect on your or your job status. If you do respond, the information given will be kept confidential and used in accordance with federal regulations.

NAME: _____

ADDRESS: _____

DATE: _____ **POSITION APPLIED FOR:** _____

REFERREL SOURCE(S): (Please circle all that apply)

- | | | | |
|-----------------------|---------------|-------------------------|----------------|
| Advertisement | Newspaper | Shoreline Metro Website | Posting on Bus |
| Wisconsin Job Service | Friend/Family | Employment Agency | Radio |

Employee of Shoreline Metro or City of Sheboygan: _____

GENDER: Male Female

NATIONALITY: White/Caucasian Black American Indian/Alaskan Native

 Hispanic Asian/Pacific Islander

CIRCLE THE FOLLOWING AS THEY APPLY:

- | | | |
|---------------------|------------------|------------------------------|
| Vietnam Era Veteran | Disabled Veteran | Individual with a Disability |
|---------------------|------------------|------------------------------|