NJ TRANSIT
The Way To Go.

STANDARD APPLICATION
180 Boyden Ave., Maplewood, NJ 07040-2494

DATE * [MONTH] / [DAY] / [YEAR]

*PRINT LEGIBLY IN INK. FIELDS IN RED OR MARKED WITH AN * ARE MANDATORY*

PERSONAL DATA

NAME* (Last)

SOCIAL SECURITY NUMBER*
XXX - XX - [ ] [ ] [ ] [ ]

NAME* (First)

MI

Do Not Use A P.O. Box

ADDRESS* (Number) (Street)

(Apartment Number / Suite)

CITY*

STATE *

ZIP CODE

FULL E-MAIL ADDRESS

PRIMARY PHONE NO. *

SECONDARY PHONE NO.

If hired, you will be required to furnish proof that you are legally authorized to work in the United States.

Are you legally able to work in the United States?* ○ **Yes** ○ **No**

Have you ever been employed by NJ Transit?* ○ **Yes** ○ **No**

Position Held: _____ When: _____

Do you have any relatives working for NJ Transit?* ○ **Yes** ○ **No** **If YES, PLEASE COMPLETE THIS SECTION**

NAME: _____ RELATIONSHIP: _____

JOB TITLE: _____ LOCATION: _____

RELATIVES WILL NOT BE EMPLOYED UNDER DIRECT SUPERVISION OF ONE ANOTHER NOR WILL THEY BE PLACED IN THE SAME DEPARTMENT IF, IN NJ TRANSIT'S OPINION, THIS COULD RESULT IN POTENTIAL CONFLICTS OF INTEREST.

EDUCATIONAL RECORD

HAVE YOU COMPLETED		Name, Street, City and State of School	Diploma/Degree or Credits Earned	Field of Study
High School* or GED	○ YES ○ NO	NAME ADDRESS		
College*	○ YES ○ NO	NAME ADDRESS		
College	○ YES ○ NO	NAME ADDRESS		
Professional or Technical Schools	○ YES ○ NO	NAME ADDRESS		
Graduate	○ YES ○ NO	NAME ADDRESS		

NEW JERSEY TRANSIT IS AN EQUAL OPPORTUNITY EMPLOYER

ARE YOU WILLING TO WORK? *(Fill in all that apply)* ○ **Full-time**   ○ **Part-time**   ○ **Evenings**   ○ **Weekends**

DATE AVAILABLE

		/			/				

MINIMUM SALARY ACCEPTABLE

$ | | | | , | | | | . | | | ○ Annually   ○ Hourly

JOB POSITIONS *(Please indicate each position that you are applying for by checking the appropriate box next to that position.)*

○ 001 - PT - Bus Operator	○ 201 - FT - Ticket Agent	○ 312 - Accounting / Finance
○ 002 - PT – Ticket Agent	○ 202 - Laborer	○ 313 - Nurse
○ 003 - PT - Transit Information Clerk	○ 203 - CAM (Rail Car Cleaner)	○ 314 - Medical Technician
○ 101 - Machinist	○ 204 - Bus Cleaner	○ 315 - Public Relations
○ 102 - Mechanic	○ 205 - Car Inspector (Train)	○ 316 - Paralegal
○ 103 - Pipefitter	○ 206 - Assistant Conductor	○ 401 - Supervisor - Maintenance
○ 104 - Bus Service Person	○ 208 - Train Dispatcher	○ 402 - Supervisor - Operations
○ 105 - Bus Mechanic	○ 301 - Clerical	○ 405 - Human Resources
○ 106 - Electrician	○ 302 - Administrative/Secretarial	○ 406 - Doctor
○ 107 - Electronic Technician	○ 306 - Marketing/Market Research	○ 501 - Engineer
○ 108 - Signal/Comm. Maintainer	○ 308 - Customer Service Rep	○ 603 - Architect / Draftsperson
○ 109 - Welder		○ 602 - Information Systems
○ 110 - Boiler Operator	○ 310 - Fare Inspector	○ 999 - OTHER _____
○ 111 - Custodial / Janitorial	○ 311 - Police Communication Dispatcher	***Note: Do NOT use this application for Locomotive Engineer or Police Officer**

After filling in one or more jobs/positions above that you are interested in, pick your first choice and insert the three digit number next to the job position into the Choice #1 box. Repeat for your second and third choices.

Choice #1 | | | | Choice #2 | | | | Choice #3 | | | |

SKILLS & EXPERIENCES *(Please indicate each skill and experience by checking the appropriate box next to that skill or experience.)*

○ S101 - MS Access	○ S121 - Basic	○ E208 - Bus/Heavy Equipment Driver
○ S113 - MS Office	○ S122 - Cobol	○ E209 - Truck Driver
○ S114 - MS Excel	○ S123 - SQL	○ E210 - Auto Mechanic
○ S115 - MS Project	○ S124 - Visual Basic	○ E211 - Bus Mechanic
○ S116 - MS Word	○ S125 - Hyper Text Markup Language (HTML)	○ E212 - Diesel/Heavy Equipment Mechanic
○ S117 - MS Power Point	○ S131 - MS Windows Operating Systems	○ E213 - Supervisory
○ S118 - WordPerfect Software		○ E214 - Clerical
○ S191 - OTHER Database Software	○ S132 - Unix OS	○ E216 - Administrative/Secretarial
○ S192 - OTHER Operating Systems	○ S136 - MVS OS	○ E217 - Project Manager
○ S194 - OTHER Programming	○ E201 - Electrical Industrial/Residential	○ E218 - Medical
○ S193 - OTHER Software	○ E202 - Electronics	○ E219 - Operations
○ S111 - AutoCAD	○ E203 - HVAC	○ E220 - Legal/Paralegal
○ S105 - Oracle	○ E204 - Plumbing	○ E221 - Typing Speed ⬚⬚⬚ **WPM**
○ S103 - JAVA	○ E205 - Machine Operator	○ E207 - Stenography ⬚⬚⬚ **WPM**
○ S102 - Sybase/C++	○ E206 - Customer Service	○ E291 - OTHER

What led you to apply to NJ Transit?   Ad ○   Agency ○   Job Fair ○   Walk-in ○   Employee ○   Internet ○   Other ○

Please specify the Ad, Agency, Job Fair, Walk-in, Employee, Internet, Other: _____

APPLICANT HISTORY

PLEASE COMPLETE FOR THE PAST SEVEN YEARS, STARTING WITH CURRENT OR MOST RECENT EMPLOYMENT.
FIELDS IN RED OR MARKED WITH AN ASTERISK (*) ARE MANDATORY

CURRENT OR MOST RECENT

FROM DATE* MONTH / YEAR
TO DATE* /

SALARY $, .
○ Annually   ○ Hourly

Employer's Name* _____

Employer's Address* _____ Work Hours _____

Employer's City* _____ State* _____ Zip Code _____

Job Title* _____ Name Under Which Employed _____

Job Duties and Responsibilities* _____

Supervisor's Name* _____ Supervisor's Title _____ Supervisor's Phone No. _____

Reason For Leaving* _____

DATES

FROM DATE MONTH / YEAR
TO DATE /

SALARY $, .
○ Annually   ○ Hourly

Employer's Name _____

Employer's Address _____ Work Hours _____

Employer's City _____ State _____ Zip Code _____

Job Title _____ Name Under Which Employed _____

Job Duties and Responsibilities _____

Supervisor's Name _____ Supervisor's Title _____ Supervisor's Phone No. _____

Reason For Leaving _____

DATES

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DATES

FROM DATE MONTH / YEAR
TO DATE /

SALARY $, .
○ Annually   ○ Hourly

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Employer's City _____ State _____ Zip Code _____

Job Title _____ Name Under Which Employed _____

Job Duties and Responsibilities _____

Supervisor's Name _____ Supervisor's Title _____ Supervisor's Phone No. _____

Reason For Leaving _____

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_Gen. App.

APPLICANT HISTORY

DATES FROM DATE [MONTH / YEAR] TO DATE [MONTH / YEAR] SALARY $ [, .] ○ Annually ○ Hourly

Employer's Name _____

Employer's Address _____ **Work Hours** _____

Employer's City _____ **State** _____ **Zip Code** _____

Job Title _____ **Name Under Which Employed** _____

Job Duties and Responsibilities _____

Supervisor's Name _____ **Supervisor's Title** _____ **Supervisor's Phone No.** _____

Reason For Leaving _____

DATES FROM DATE [MONTH / YEAR] TO DATE [MONTH / YEAR] SALARY $ [, .] ○ Annually ○ Hourly

Employer's Name _____

Employer's Address _____ **Work Hours** _____

Employer's City _____ **State** _____ **Zip Code** _____

Job Title _____ **Name Under Which Employed** _____

Job Duties and Responsibilities _____

Supervisor's Name _____ **Supervisor's Title** _____ **Supervisor's Phone No.** _____

Reason For Leaving _____

DATES FROM DATE [MONTH / YEAR] TO DATE [MONTH / YEAR] SALARY $ [, .] ○ Annually ○ Hourly

Employer's Name _____

Employer's Address _____ **Work Hours** _____

Employer's City _____ **State** _____ **Zip Code** _____

Job Title _____ **Name Under Which Employed** _____

Job Duties and Responsibilities _____

Supervisor's Name _____ **Supervisor's Title** _____ **Supervisor's Phone No.** _____

Reason For Leaving _____

DATES FROM DATE [MONTH / YEAR] TO DATE [MONTH / YEAR] SALARY $ [, .] ○ Annually ○ Hourly

Employer's Name _____

Employer's Address _____ **Work Hours** _____

Employer's City _____ **State** _____ **Zip Code** _____

Job Title _____ **Name Under Which Employed** _____

Job Duties and Responsibilities _____

Supervisor's Name _____ **Supervisor's Title** _____ **Supervisor's Phone No.** _____

Reason For Leaving _____

LICENSE INFORMATION

DRIVER'S LICENSE NO.*

STATE* | **CLASS*** | **ENDORSEMENTS**

Expiration Date*:

License Currently Suspended or Revoked?* ◯ Yes ◯ No

APPLICANT'S CERTIFICATION, AGREEMENT & AUTHORIZATION

I hereby certify that the foregoing statements are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that if I provide any misleading or incorrect information during the employment process it may render this application void and result in my immediate termination if the misleading or incorrect nature of the information is discovered if and after I am employed. I hereby authorize my former employers to release any information they may have concerning my employment with them and hereby release NJ TRANSIT (hereinafter the "Company") and all previous employers listed above from all liability whatsoever that may ensue from providing or securing this information. I further authorize representatives of the Company to take all reasonable actions to verify any and all information contained herein and to obtain and review any and all disciplinary records of any sort that may exist concerning me. If the Company employs me, I agree to conform to the rules and regulations of the Company. I understand that if I am employed in a position not covered by a labor agreement, my employment will be "at will", and that my employment can be terminated at any time, with or without cause and with or without advance notice, by either the Company or myself. I understand that if I am employed in a position covered by a labor agreement and successfully complete the probationary period prescribed by such agreement, NJ TRANSIT may terminate my employment in accordance with the provisions of the applicable labor agreement. It is the Company's policy to hire and promote without regard to race, color, creed, sex, age, national origin, religion, veteran status, handicap and sexual orientation or any other status protected by law. I agree that I will support such a policy if the Company employs me. I understand and agree that all employment offers are contingent upon successful completion of the pre-employment process that includes a comprehensive background check, including criminal history and driving record check, and an employment physical that may include a test to determine the presence of drugs and/or alcohol in my body.

I understand that the checkbox that follows and printed name below act as my signature*:

DATE* | | / | | / | | |

MONTH / DAY / YEAR