



TRI DELTA TRANSIT
EASTERN CONTRA COSTA TRANSIT AUTHORITY
801 Wilbur Avenue
Antioch • California 94509
925 • 754-6622
925 • 757-2530 FAX

To Applicants for MANAGER OF CUSTOMER SERVICE AND MARKETING position:

As an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER, Eastern Contra Costa Transit Authority (ECCTA) does not discriminate against applicants or employees because of their age, race, color, religion, national origin, sex disability, veteran status, genetic condition, or any other basis prohibited by applicable law. To effectively compete for employment, all applicants must be qualified and capable of performing the essential functions of the position with or without reasonable accommodation.

EASTERN CONTRA COSTA TRANSIT AUTHORITY (ECCTA) provides public transit services for residents in the 225 square miles of Eastern Contra Costa County.

Accommodations for Qualified Applicants/Employees with Disabilities:

ECCTA will provide qualified applicants and employees with reasonable accommodations in order to enable them to perform the essential functions of the position. If you need accommodations (either in the application process or to perform the duties of the position), please advise the Personnel Department.

General Information:

- Starting salary: \$80,388+ DOQ
- 11 paid holidays per year.
- Paid time off (PTO): progressive based on years of service.
- Medical, dental, vision, long term disability, life insurance, and retirement benefits.
- Probationary period: 6 months.

Thank you for considering a professional career with Eastern Contra Costa Transit Authority.

I was referred to the position of **MANAGER OF CUSTOMER SERVICE AND MARKETING**

By: _____
(Name of ECCTA employee who referred you to this position)



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EMPLOYMENT APPLICATION

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Date: _____

Name: _____ **Social Security:** _____
 (Last) (First) (Middle)

Address: _____ **Phone Number:** _____
 (Street) (City) (State/Zip)

Address for the past five years:	
Address:	How Long?
Address:	How Long?
Address:	How Long?

Are you 18 years old or older? Yes No

Can you, after employment, submit verification of your legal right to work in the United States? Yes No

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

If no, describe the functions that cannot be performed: _____

(Note: ECCTA complies with all applicable laws regarding disabilities and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests).

In case of emergency, we should contact: Name: _____

Phone: _____
(Area Code)

Address: _____
 (Number) (Street) (City) (State)

Work Experience
(most recent experience first)

1	CURRENT EMPLOYER AND SUPERVISOR	JOB RESPONSIBILITIES AND DUTIES
	COMPANY NAME	STARTING
	ADDRESS	
	CITY, STATE, ZIP	ENDING
	NAME OF SUPERVISOR	
	TITLE OF SUPERVISOR	REASON FOR LEAVING
	PHONE NUMBER:	

2	PREVIOUS EMPLOYER AND SUPERVISOR	JOB RESPONSIBILITIES AND DUTIES
	COMPANY NAME	STARTING
	ADDRESS	
	CITY, STATE, ZIP	ENDING
	NAME OF SUPERVISOR	
	TITLE OF SUPERVISOR	REASON FOR LEAVING
	PHONE NUMBER:	

3	PREVIOUS EMPLOYER AND SUPERVISOR	JOB RESPONSIBILITIES AND DUTIES
	COMPANY NAME	STARTING
	ADDRESS	
	CITY, STATE, ZIP	ENDING
	NAME OF SUPERVISOR	
	TITLE OF SUPERVISOR	REASON FOR LEAVING
	PHONE NUMBER:	

4	PREVIOUS EMPLOYER AND SUPERVISOR	JOB RESPONSIBILITIES AND DUTIES
	COMPANY NAME	STARTING
	ADDRESS	
	CITY, STATE, ZIP	ENDING
	NAME OF SUPERVISOR	
	TITLE OF SUPERVISOR	REASON FOR LEAVING
	PHONE NUMBER:	

May we contact the employees listed above? Yes No

If no, indicate by numbers which one(s) you do not wish us to contact: _____

**COLLEGE/UNIVERSITY
RECORD OF EDUCATION**

	NUMBER OF YEARS ATTENDED	GRADUATED YES NO	TYPE OF DEGREE
High School _____ _____ _____	_____	_____	
College / University _____ _____ _____	_____	_____	
_____ _____ _____	_____	_____	
Other Schools _____ _____ _____	_____	_____	

Have you ever belonged to a club, organization, society, or professional group which has a direct bearing on your qualification for the job which you are seeking? If so, please explain:

MILITARY SERVICE RECORD

Have you ever been a member of the armed forces of the United States? Yes No
If yes, did you develop any special skills or abilities which directly relate to the job for which you are applying? If so, please explain:

Initials _____ I understand that nothing in this application or any interview that may be conducted is intended to create an employment contract between ECCTA and me, nor does it provide me with any entitlement to employment-related benefits from ECCTA.

Initials _____ I agree to undergo a physical examination if required, and fully understand that employment is contingent upon meeting ECCTA's physical requirements.

Initials _____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or any document used to secure employment shall be grounds for the rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

Initials _____ I hereby authorize ECCTA to thoroughly investigate my references, work record, education, and other matters related to my suitability for employment. I further authorize the prior employers listed here to disclose to ECCTA any and all letters, reports, and other information related to my work records without giving me prior notice of such disclosure. In addition, I hereby release ECCTA, my former employers and all other persons, corporations, partnerships and associates from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Signature of Applicant

Date