



APPLICANT INSTRUCTIONS

INTRODUCTION

San Joaquin Regional Transit District (RTD) adheres to applicable federal, state, and local laws and regulations relating to the hiring of qualified persons. RTD is an equal opportunity employer and does not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex or sexual orientation of any person. The Human Resources Department will make reasonable efforts to accommodate disabled applicants. If you have special needs, call (209) 948-5566 (press option 6).

RTD accepts and considers applications for vacant positions only. Your completed application, together with any supplementary materials specified in the job announcement, must be received by the Human Resources Department by the final filing date and time stated in the job announcement. RTD will not accept late applications or supplementary materials regardless of postmark or whether materials were lost or delayed in the mail. Application materials must be delivered to the Human Resources Department by mail, or in person. Applicants will be notified of their status at the end of the recruitment process.

GENERAL INFORMATION

Facility, Maintenance, and Transportation Departments

The minimum requirements for a position in these departments are as follows:

1. You must be 21 years of age at the time you complete the employment application.
2. You must have a good driving record. An original H-6 (seven (7) year DMV printout) must be attached to your application. **RTD does not accept copies and the printout must be less than 30 days old.**
3. You must have reliable transportation.
4. You must have at least three (3) years automobile driving experience.
5. You must successfully complete a pre-employment evaluation, which includes an investigative consumer report (background check), medical examination, and a substance abuse screening.
6. All positions require that you read, write, speak, and understand English.
7. Mechanic applicants must complete a written and hands-on skills test.
8. Entry-level transit operators must be available to work varying shifts and hours, Monday through Sunday. Weekday operations may begin as early as 3:15 a.m. and end as late as 11:30 p.m.
9. RTD's Maintenance department operates seven (7) days a week. Most new employees generally begin on swing (2nd) or graveyard (3rd) shift and can expect to work Saturdays and Sundays.
10. You must be willing to join the Amalgamated Transit Union, pay a \$300.00 initiation fee, and monthly union dues.

Administrative Positions

The minimum requirements for an administrative position are as follows:

1. You must possess the skill and necessary work experience for the position for which you are applying.
2. You must successfully complete a pre-employment evaluation, which includes an investigative consumer report (background check) and a substance abuse screening.
3. All positions require that you read, write, speak, and understand English.
4. You must have reliable transportation.

RTD operates seven (7) days a week. Some administrative positions require Saturday, Sunday, and shift work.

Please include any required degree or certificate when you submit your application.

ACKNOWLEDGEMENT

My signature certifies that I meet the minimum requirements for the position for which I am applying. I fully understand that if I falsify or misrepresent meeting the minimum requirements of the position, I will be eliminated from the hiring process or terminated if hired.

Signature

Date