

EMPLOYMENT HISTORY

THIS SECTION MUST BE FILLED OUT. List your work record for at least the last ten years. **LIST EACH POSITION AND PROMOTION SEPARATELY.** Describe the work you did as completely as possible. Explain any gaps between employment periods. If more space is needed to cover the last ten years, a separate sheet prepared in the same format ***must*** be attached. You may also attach a resume or other relevant documents to further describe your qualifications.

AN INCOMPLETE APPLICATION MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION. PLEASE BEGIN WITH MOST RECENT EMPLOYER.

FROM: Mo./Year ____/____	TO: Mo./Year ____/____	Employer	Job Title	Number of employees supervised by you:
Hours Per Week:		Address	Name/Title of Supervisor	Supervisor's phone no.
Salary: \$	Hr. <input type="checkbox"/> Mo. <input type="checkbox"/> Wk. <input type="checkbox"/> Yr. <input type="checkbox"/>	City/State/Zip	Reason for Leaving	
DUTIES				

FROM: Mo./Year ____/____	TO: Mo./Year ____/____	Employer	Job Title	Number of employees supervised by you:
Hours Per Week:		Address	Name/Title of Supervisor	Supervisor's phone no.
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Salary: \$	Hr. <input type="checkbox"/> Mo. <input type="checkbox"/> Wk. <input type="checkbox"/> Yr. <input type="checkbox"/>	City/State/Zip	Reason for Leaving	
DUTIES				

PLEASE READ: It is the MTA's policy, as part of the selection process, to contact your former employers for employment-related reference information. We will not at this time contact your present employer unless you authorize us to do so below. However, if you refuse to authorize us to contact your former employers, you will be disqualified from the selection process.

I HEREBY AUTHORIZE MY FORMER EMPLOYERS TO RELEASE EMPLOYMENT-RELATED INFORMATION TO THE MTA.

SIGNATURE _____ DATE _____ Initial if we may also contact your present employer: _____

**LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY
AUTHORIZATION TO REVIEW CRIMINAL HISTORY**

1. I understand that it may be necessary for the Los Angeles County Metropolitan Transportation Authority (LACMTA) to gather information about any past crimes for which I was convicted or pleaded guilty or no contest. Any information gathered will be used to determine my qualifications for the position of _____.
- I authorize the LACMTA to conduct this investigation and I understand that the investigation will be done only if I have met all other qualifications and am actually being considered for employment.

Individuals with convictions are not automatically disqualified from employment with the LACMTA. However, any omissions of information may be grounds for rejection of the application, removal of the applicant's name from the eligible list, or dismissal from employment.

If you have any questions about whether or not you should report an arrest or conviction, ask for help from the Employment Representative.

2. **Have you ever been convicted of, or pleaded guilty or no contest to, a misdemeanor or felony, including a DUI, reckless driving, or other serious traffic violation?** YES NO **If YES, complete sections A- F below for each crime.**

IMPORTANT NOTE: Once you have had your fingerprints taken by LACMTA, we will receive a record of all your convictions, including expungements. If you do not list a conviction because you believe it has been expunged, and it appears on your record without evidence of being expunged, you must provide LACMTA with official court documents to verify the expungement. If you cannot verify the expungement, you will be considered to have falsified your criminal history. If you have had a conviction expunged, but had any subsequent conviction, you must list the expunged conviction and any subsequent conviction. (Security Officer candidates must list any convictions that have been sealed or expunged.)

You do not need to list information regarding referral to, or participation in, a pretrial or post trial diversion program. You also do not need to list convictions that are more than 2 years old for the following California Health and Safety Code marijuana offenses: 11357(b) or (c), 11360(b), 11364, 11365, 11550, or any of their predecessors as they related to marijuana prior to January 1, 1976.

Complete Sections A-F for each crime you were convicted of:

- A. Type of Crime: **MISDEMEANOR** **FELONY** (Check Appropriate Box)
B. Date of Crime: _____
C. Penal code violation and title of crime: _____
D. Jurisdiction (city, county, state, country) in which crime was committed: _____
E. Sentencing Information (length of jail sentence, time served, monetary fine, terms of parole or probation): _____
F. Describe the crime that was committed: _____

- A. Type of Crime: **MISDEMEANOR** **FELONY** (Check Appropriate Box)
B. Date of Crime: _____
C. Penal code violation and title of crime: _____
D. Jurisdiction (city, county, state) in which crime was committed: _____
E. Sentencing Information (length of jail sentence, time served, monetary fine, terms of parole or probation): _____
F. Describe the crime that was committed: _____

NOTE: If you have more than two convictions, please attach additional sheet(s) indicating the required information above for these convictions.

3. **Are you currently on any type of probation or parole, including summary probation, for any crime for which you have been convicted?** YES NO
4. Are you presently released on bail or on your own recognizance for any arrest for which the trial has not yet been held or for which the court has not yet made a final decision? YES NO

5. **I understand that if I conceal, omit, or lie about any information related to my criminal history, I may be disqualified from consideration or terminated from the LACMTA.**
6. I understand that my fingerprints will be electronically submitted to the Department of Justice and continuation in the selection process for the above-named position depends upon the results of my background information regarding criminal convictions.
7. I further understand that if I am convicted of any crime between the date below and the date I am employed, I am obligated to report that conviction to the LACMTA. I also understand that I must report to the LACMTA any arrest, which occurs between the date below and the date I am employed if there has been no trial or final disposition on the case by the time I am employed. If I fail to report this additional information, it will be considered a false statement or concealment of facts, and I may be disqualified from consideration for employment, or termination if I've been hired.
8. I declare under penalty of perjury that I have read and understand all of the questions and statements above, and that the answers I have given are true and correct.

Print Name _____

Signature _____ Date _____

FOR OFFICE USE ONLY

(To be completed in front of Metro Human Resources Staff at time of pre-employment processing)

I declare under penalty of perjury that I have read and understand all of the questions and statements on the form above, and that the answers I have given are true and correct.

Print Name _____

Signature _____ Date _____

LACMTA/PTSC Witness: _____

Signature _____ Date _____



Metro

METROPOLITAN TRANSPORTATION AUTHORITY

VOLUNTARY INFORMATION: THE MTA IS ASKING ALL APPLICANTS FOR EMPLOYMENT TO PROVIDE THIS INFORMATION IN ORDER TO COMPLY WITH THE U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION AND CALIFORNIA FAIR EMPLOYMENT AND HOUSING REQUIREMENTS. Data collected will be used only for statistical purposes to measure the effectiveness of our recruitment efforts.

THE MTA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, CREED, ANCESTRY, NATIONAL ORIGIN, GENDER, SEXUAL ORIENTATION, RELIGION, AGE, VETERAN STATUS OR DISABILITY IN THE PROVISION OF SERVICES OR EMPLOYMENT.

This portion of the application will be detached and the information will not be used to make any employment decision that affects you.

GENDER: MALE FEMALE **AGE GROUP:** Under 40 Years 40 Years and Over

RACE/ETHNICITY:

Please indicate the race and ethnic category which you most closely identify with below. Check only one category:

<input type="checkbox"/> Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
<input type="checkbox"/> White (Not Hispanic or Latino) - A person having origins any of the original peoples of Europe, the Middle East or North Africa.
<input type="checkbox"/> Black or African American (Not Hispanic or Latino) - A person having origins in any of the Black racial groups of Africa.
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
<input type="checkbox"/> Asian (Not Hispanic or Latino) - A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent, including for example, Cambodia, China, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
<input type="checkbox"/> American Indian or Alaska Native (Not Hispanic or Latino) - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
<input type="checkbox"/> Two or More Races (Not Hispanic or Latino) - All persons who identify with more than one of the above five races.

Please tell us how you learned about this job vacancy (check one):

- | | | |
|--|---|---|
| <input type="checkbox"/> Los Angeles Times | <input type="checkbox"/> MTA Job Bulletin | <input type="checkbox"/> Other Internet Website |
| <input type="checkbox"/> Other Newspaper | <input type="checkbox"/> Metro Job Line | <input type="checkbox"/> EDD |
| <input type="checkbox"/> Community Group | <input type="checkbox"/> Job Fair | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> PTSC/MTA Employee | <input type="checkbox"/> Metro Website | |