



**MONROE RANDOLPH
TRANSIT DISTRICT**

Dispatch: mrt.dispatch@gmail.com

1320 Melmar Dr.
Sparta, IL 62286

618-443-9087 (phone)

618-443-9064 (fax)

Admin: jschlimme.mrtd@gmail.com

Application for Employment – Dispatcher

This position includes responsibility for handling and securing passenger fares, ticket sales, and related cash transactions in accordance with MRTD policies. This is a safety sensitive position, subject to FTA drug testing. MRTD is an Equal Opportunity Employer and a Drug Free Workplace.

Name _____ Phone _____

Address _____ State _____ Zip _____

Email _____

Position: ☐ Part Time ☐ Full Time Date Available _____

Are you applying in response to an advertisement? ☐ Yes ☐ No

If Yes – where did you learn about this position?

☐ Newspaper: _____

☐ Website: _____

☐ Referral: _____

☐ Other: _____

EMPLOYMENT ELIGIBILITY

Are you legally authorized to work in the United States? ☐ Yes ☐ No
(Proof of employment eligibility will be required upon hire in accordance with federal law.)

MILITARY SERVICE (Optional)

Have you ever served in the U.S. Armed Forces or National Guard? ☐ Yes ☐ No
Branch (Optional) _____

CRIMINAL HISTORY

Have you ever been convicted of a felony or misdemeanor offense? ☐ Yes ☐ No

If yes, please explain: _____

(A Conviction will not automatically disqualify you from employment. MRTD will consider the nature of the offense, the time elapsed, and its relevance to the position.)

POSITION QUALIFICATIONS

1. Describe your customer service experience, including phone-based or public-facing work.

2. Describe your familiarity with Monroe, Randolph, and surrounding counties.

3. Describe any experience in dispatching, transportation, call centers, or public service.

SKILLS & EXPERIENCE

- | | |
|---|---|
| <input type="checkbox"/> General computer use | <input type="checkbox"/> Windows operating system |
| <input type="checkbox"/> Microsoft Word | <input type="checkbox"/> Microsoft Excel |
| <input type="checkbox"/> Web-based software systems | <input type="checkbox"/> Scheduling or dispatching software |
| <input type="checkbox"/> Data entry | <input type="checkbox"/> Multi-tasking |
| <input type="checkbox"/> Customer service by phone | <input type="checkbox"/> Other related skills: _____ |

EDUCATION

High School: ☐ Diploma ☐ GED

College / Trade / Technical School (if applicable): _____

EMPLOYMENT HISTORY (most recent first)

Employer _____	Position _____
Dates Employed _____	Supervisor _____
Reason for Leaving _____	

Duties_____

Employer_____

Position_____

Dates Employed_____

Supervisor_____

Reason for Leaving_____

Duties_____

Employer_____

Position_____

Dates Employed_____

Supervisor_____

Reason for Leaving_____

Duties_____

REFERENCES

3 professional, non-relative

Name

Phone

ADA & REASONABLE ACCOMODATION NOTICE

MRTD complies with the Americans with Disabilities Act. Qualified individuals with disabilities may request reasonable accommodation in the application or hiring process by contacting MRTD Administration.

DRUG & ALCOHOL PROGRAM NOTICE – SAFETY-SENSITIVE POSITION

This position is designated as safety-sensitive under federal transit regulations. Employment is contingent upon compliance with MRTD's DRUG & ALCOHOL Program, including pre-employment testing and participation in random, reasonable suspicion, post-accident, return-to-duty, and follow-up testing in accordance with 49 CFR Parts 655 and 40. Employment is contingent upon successful completion of pre-employment background check, conducted in accordance with federal/state law and MRTD policy.

AT-WILL EMPLOYMENT ACKNOWLEDGMENT

I understand that employment with MRTD is at-will and that this application does not constitute a contract of employment.

APPLICANT CERTIFICATION

I understand the duties outlined in the Dispatcher Job Description. I certify that the information provided is true and complete. I understand that false or misleading information may result in disqualification or termination.

SIGNATURE OF APPLICANT

DATE