



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