



Human Resources Department

INFORMATION FOR EMPLOYMENT APPLICANTS

The Test Notice is required for admission to the building for test sessions. No one other than the candidate taking the test will be allowed in the exam area. Your relatives or friends will have to wait outside for you to finish. Do not bring anything with you to the test besides the Test Notice and your picture ID (Ca. Driver's License, DMV Identification Card, VTA Employee ID) unless otherwise directed on your Test Notice. Any printed materials, which relate in any way to the test will be held and not returned to you. If you refuse to turn over such materials, you will be denied admission to the test. Large purses, briefcases, and similar items are subject to inspection by security personnel at the door of the building and should not be brought to the examination. Smoking, eating or drinking will not be allowed during the test.

IF YOU HAVE A DISABILITY THAT MAY REQUIRE ACCOMMODATION IN THE TESTING PROCESS, CALL (408) 321-5575 PRIOR TO THE TEST DATE.

Improper Examination Conduct: Penalty

The Chief Administrative Officer, or designee, may disqualify and/or refer for criminal prosecution any person who:

1. Impersonates another person or permits or aids in any manner any other person to impersonate him/her in connection with any examination application, or request to be examined; or
2. Furnishes or obtains examination questions or other examination material prepared and intended for use in any examination before such examination; or
3. Willfully furnishes to any person any special or other examination material prepared and intended for use in any examination before such examination.

Complaint Procedure for VTA Exams

Questions regarding the fairness or appropriateness of examination processes must be received in writing by the Human Resources Department Manager within **five (5)** working days of the date of the examination. However, you may contact the Human Resources Department immediately at (408) 321-5575 and request to speak with the analyst in charge of the examination to informally discuss your concerns.

Complaints may be made on the basis of irregularity, bias, discrimination or fraud. Appeals regarding the scoring of an examination based on irregularity, bias, discrimination, or fraud must be received in writing by the Human Resources Manager within **ten (10)** working days of the date of the examination results notice. Should a candidate not be satisfied with the response and wish to appeal the decision further, a written appeal must be filed with the Chief Administrative Officer within **ten (10)** working days following the response to the candidate. Only evidence which directly relates to a charge of irregularity, bias, fraud, or discrimination will be considered. The Human Resources Department will not evaluate your qualifications or change your score. You will receive written notification of the results of the investigation and the decision on your complaint. If you have any questions about this procedure, contact the Human Resources Department, 3331 North First Street – Building B, San Jose, CA 95134-1906 or call (408) 321-5575.

Late Arrivals

Please plan to arrive at or before the testing time indicated on your examination notice. Late arrivals will not be admitted to the examination.

Re-Test

Candidates who do not pass the selection process for a position may reapply after forty-five (45) calendar days, if the recruitment is open. Candidates shall not be eligible to retake any examination less than forty-five (45) calendar days after the initial examination. If the candidate does not pass a second time, the candidate can reapply, and will be eligible to retest after ninety (90) calendar days have elapsed. If the candidate does not pass the third examination within a six-month period, the candidate may not reapply for another six (6) months.

Notice to All VTA Applicants

Failure to disclose information regarding any criminal convictions prior to your first day of work shall result in your termination and will disqualify you from any other current or future employment consideration with VTA. You do not have to provide information regarding arrests that did not result in a conviction, nor information concerning a referral to and participation in a pre-trial or post-trial diversion program. If you would like to submit a written supplement to your application regarding any such criminal conviction, please advise the Human Resources Department.

Notice to candidates for Safety Sensitive positions at VTA

Effective August 1, 2001, in accordance with Federal Regulation 49 CFR Part 40.25, VTA is required to obtain all information regarding any positive drug test results, any alcohol test results of .04 or above, any refusal to test, and any records of evaluation and/or treatment resulting from such tests, from current, previous, and potential employers for the past two years. You will be required to complete and sign a "Drug and Alcohol Background Check Consent" form and submit it on your first day of work, if you are offered any safety sensitive position. Failure to disclose any of the above on this form will result in termination and will disqualify you from any other current or future employment consideration with VTA.