

Information for VTA Applicants Please Read Thoroughly

Immigration Reform and Control Act

VTA must verify the identity and employment authorization of all new employees to comply with the 1986 Immigration Reform and Control Act. This verification is required only after an offer of employment has been made. For further information regarding the required verification, please contact the Human Resources Department at (408) 321-5575.

Physical examination and drug screen

You will be required to complete a pre-employment physical examination, including a drug screen.

In accordance with Federal requirements, all persons appointed to safety-sensitive positions are subject to drug/alcohol testing the following situations: pre-employment (including promotion/demotion or reinstatement); unannounced random; post accident; reasonable suspicion; and return to duty (inclusive of follow up testing).

Proof of Diplomas, licenses, etc.

Proof of diplomas, licenses/certifications, etc., must be provided with your application.

If your credentials are from outside the United States, please provide a foreign transcript evaluation. Please refer to the posted document pertaining to valid transcript evaluation agencies.

Impersonation of an applicant in competitive examinations and other misconduct

Any person who impersonates another person or permits or aids in any manner any other person to impersonate him/her in connection with any examination or application; furnishes or obtains examination questions or other examination material prepared and intended for use in any examination before such examination; or uses any unfair means to cause or attempt to cause any applicant on an eligible list to waive any rights, may be guilty of a misdemeanor and punishable as such.

For Applicants who do not pass an examination

Candidates who do not pass the testing process for a position may **re-apply** after forty-five (45) calendar days, if the recruitment is still 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, and the recruitment is still open, the candidate can re-apply, 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 re-apply for another six (6) months, and only if the recruitment is still open.