RCTC
RIVERSIDE COUNTY TRANSPORTATION COMMISSION

EMPLOYMENT APPLICATION

4080 Lemon Street, 3rd Floor | P.O. Box 12008 | Riverside, CA 92502-2208 | Phone: 951.787.7141 | Email: hr@rctc.org | Website: rctc.org

APPLICANT INFORMATION

Position Applied for		Today's Date	
		Salary Expectation	(monthly)

Last Name		First Name		M.I.	
Street Address			City, ST, Zip		
Primary Phone #			Secondary Phone #		
Email Address					

Are you a citizen of the United States?	YES ☐ NO ☐	If no, are you authorized to work in the U.S.?	YES ☐ NO ☐

EDUCATION (Applicants may be asked to provide academic records or transcripts.)

High School/GED/Equivalent	YES ☐ NO ☐	City/State	
College/University		City/State	
Did you graduate?	YES ☐ NO ☐ Degree	Discipline	
College/University		City/State	
Did you graduate?	YES ☐ NO ☐ Degree	Discipline	
Applicable certifications or licenses:			

EMPLOYMENT HISTORY (Include your last seven (7) years of employment history, starting with the most recent and working backwards in time. Incomplete information may disqualify you from further consideration.)

Company		Phone #	
Address		Supervisor	
Job Title			
Responsibilities			
From	To	Reason for Leaving	
May we contact your current employer for a reference?		YES ☐ NO ☐	

Company		Phone #	
Address		Supervisor	
Job Title			
Responsibilities			
From	To	Reason for Leaving	

May we contact this previous employer for a reference?	YES ☐	NO ☐

Company		Phone #	
Address		Supervisor	
Job Title			

Responsibilities

From	To	Reason for Leaving

May we contact this previous employer for a reference?	YES ☐	NO ☐

Company		Phone #	
Address		Supervisor	
Job Title			

Responsibilities

From	To	Reason for Leaving

May we contact this previous employer for a reference?	YES ☐	NO ☐

REFERENCES (Please list three professional references)

Full Name		Relationship	
Company		Phone #	
Email Address			
Full Name		Relationship	
Company		Phone #	
Email Address			
Full Name		Relationship	
Company		Phone #	
Email Address			

DISCLAIMER AND SIGNATURE

I certify that my answers on this form, and any attachments, are true and complete to the best of my knowledge and belief.

Applicants may be subject to pre-employment testing including criminal background and credit history checks. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my immediate release. I have reviewed the job announcement for the position for which I am applying, and certify that I am qualified to perform these duties.

Signature	Date

Print

Accounting Technician (Payroll)- Supplemental Questionnaire

Resumes and applications provide us with useful information, but it is also helpful to provide candidates with an opportunity to provide additional information on their experience, interests, skills etc. Please answer each of the questions below to the best of your ability and submit with your application. A separate form may be submitted for your responses. Thank you for your interest in joining the Riverside County Transportation Commission team of dedicated employees!

1. Please describe at a high level the process you go through to administer payroll.   Include timesheet validation and input, employee record maintenance, reconciliation of payroll registers, and reconciliation of benefit accruals.

2. Please describe your experience or knowledge of special pay items. How do you ensure that you have calculated special pay items correctly? Are you familiar with reportable and non-reportable pay related to CalPERS and if so, please explain?

3. Describe your experience using payroll software. Include the names of the software systems you have working knowledge and experience with and the type/complexity of payroll-related tasks you have performed in these systems. Describe the reconciliation process between payroll software and financial or Enterprise Resource Planning (ERP) systems.

4. Have you been involved in the installation or implementation of payroll modules or functions with new payroll software systems or financial or ERP systems?

5. How would you familiarize yourself with our payroll systems?