

# Applicants

## Frequently Asked Questions (FAQ's)

### **What is the difference between an Online Application and an Employment Application?**

**Employment Application:** When you find a job you are interested in and click on the job title to apply online, you are submitting your information for a specific opening and will fill out a complete Employment Application.

**Online Application:** If you do not find any openings that match your interests, skills or qualifications, you can submit your basic information via email to [jobs@leonardbus.com](mailto:jobs@leonardbus.com). When you find an opening that interests you in the future, you can quickly and easily apply by clicking on the job title to apply to a specific opening.

Once you find a job you are interested in, simply click on the job title and begin filling in your information. Our online application will prompt you to finish completing your employment application for our consideration.

### **What is the best way to search and apply for employment opportunities at Leonard Bus?**

Visit our website Career Page and review the available openings that meet your requirements. If you see a job that interests you, click on the job title and begin the application process.

### **How long will it take to complete my application?**

It typically takes 30 to 45 minutes to complete an application. Our recruiting team has instant access to you application as soon as you complete it, so we recommend you give yourself enough time to complete your application.

### **Do I have to submit a resume?**

You will have the opportunity to upload a resume and cover letter during the application process; it is not necessary to submit a separate resume.

### **How will I be notified that Leonard Bus has received my application?**

After you apply online to a current opening, you will immediately receive a confirmation email to the address you provided. Our recruitment team will review all resumes received and an email will be sent regarding the status of your application. We recommend that you continue to check our career site for openings that may be of interest to you.

## How can I check the status of my application?

You will receive an email to the address you provided confirming your information has been received by Leonard Bus. If you are selected to participate in the interview process for an employment opportunity, you will be contacted according to your preferred method of contact (email or phone) to schedule an interview time. You will also receive email notification if we have determined that the position is not a match for you.

## What happens after I apply for a position?

After you apply for a position at Leonard Bus, you will receive an email notification that we have received your application.

- A member of our recruitment team will contact you if your qualifications (availability, work history and interest) are a match to the job requirements to schedule an interview.
- If your application and qualifications (availability, work history and interest) do not match the job requirements, you will be notified either through email or postcard.

## I don't see an opening that I'm interested in. How can I learn about future opportunities?

If you don't see a current opening that interests you, please send your resume to [jobs@leonardbus.com](mailto:jobs@leonardbus.com) letting our recruitment team know of future openings you are interested in. This serves as a way for Leonard Bus to collect your resume for consideration if an employment opportunity that matches your skills, qualifications and experience becomes available in the future. When you submit your resume for a Future opening, you will receive an email to the address you provided confirming that we have received your resume. ***You won't receive any other status updates or communication until you become a match for a Current opening.***

## Can I apply for more than one position and at more than one location?

Yes, once you have submitted your online Employment Application, you can apply for multiple jobs at multiple locations. Please carefully review the description for each position so you only apply for those openings that most closely match your qualifications, skills and experience. You will receive a separate email notification for each position you apply to.

## If I applied in the past with a paper application, do I need to do an online application?

While we do not require you to fill out an online application, we strongly encourage you to do so and begin experiencing the benefits of applying through our online system. You will also receive ongoing communication about the status of your application and much more!

## **How long will my profile and application information be considered for employment?**

For all positions, the information you provided on your online application will be considered for 180 days from the date you last updated your application. Please take time to periodically view our opportunities and apply for job openings you are qualified to ensure we have your most current information on file so we are able to better assist you. We encourage you to visit our website frequently as we are continuously updating our opportunities.

## **What should I do if I am no longer interested in a position I applied for?**

If you are no longer interested in a position, please send an email to [jobs@leonardbus.com](mailto:jobs@leonardbus.com) stating the position you applied for and the reason you are no longer interested. You will receive a confirmation email to the address you provided stating you have successfully removed yourself from consideration.

## **How do I receive as much information as possible about employment opportunities?**

You will receive the same amount of information from our recruiters regarding employment opportunities whether your preferred method of contact is email or phone. If you have an email address you can conveniently access, we suggest using it as your preferred method of contact. Some of the benefits of using email as your preferred method of contact include receiving instant and on-going communication from the Leonard Bus Staffing Team, employment opportunities you might be interested in sent right to your email address, and more! Please note, even if you select email as your preferred method of contact, you may still receive phone calls from our recruiters regarding employment opportunities or your application.

## **When can I apply for positions at new Leonard Bus facilities that are not open yet?**

We are very excited about our future growth. We generally begin hiring for new facilities 3-4 months prior to opening a new facility. Continue to check [Leonardbus.com](http://Leonardbus.com) for more information about these opportunities as they become available.

## **Will the information on my application be shared with anyone outside of Leonard Bus?**

No. Leonard Bus understands that you care how information about you is used and shared, and we appreciate your trust that we will use the information wisely and legitimately. We will hold information gathered through this employment site in the strictest of confidence, even within Leonard Bus, and promise never to share your name, address or other information with anyone outside of Leonard Bus.

## **I'm already an employee. Where do I apply for a different position within Leonard Bus?**

To view internal openings, please see the postings in your break room. Contact Human Resources for an internal job application.

### **Is this website secure?**

We make every effort to ensure that your personal information, including your email address, is protected while you are on our site. Our website uses Secure Socket Layer (SSL) encryption so that your personal information cannot be read as it passes over the Internet. A padlock appears in the corner of your web browser when you are using SSL encryption.