



63 4 Corners Rd, Port Townsend, WA 98368

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July 13, 2017

Dear Applicant:

Thank you for your interest in the Mechanic position. Enclosed is an Application Packet, which includes a complete job description and the application materials to be completed and returned. This is a temporary position without benefits, with the potential to be permanent with benefits. Pay is \$34 hourly.

Resumes, letters of reference, and proof of special training/qualifications may be included but **will not** be acceptable substitutes for required materials listed below. Incomplete applications will be rejected. The following is required to be considered a complete application:

- Completed & signed Jefferson Transit application
- Current 5-year Motor Vehicle Record
- Three professional references

Completed applications may be submitted in person to 63 4 Corners rd, Port Townsend WA 98368 or emailed to [kpiecuch@jeffersontransit.com](mailto:kpiecuch@jeffersontransit.com).

The selection schedule below is for your use throughout the selection process. You **must make yourself available** on the dates indicated. Please select the time you will be available for the interview on the Supplemental Questionnaire. You will be notified if you qualify for an interview.

- Position Open until filled
- Hire date including Drug & Alcohol test and Essential Physical Function test will be at the earliest opportunity of selected candidate.

The first step is an evaluation of your qualifications, which includes your driving record. **You must obtain and submit a current (printed within the last 30 days) five (5) year abstract of your Motor Vehicle Record**, which is available from any Driver Licensing Office for \$5.00.

Sincerely,

*Jefferson Transit*

**Customer Service (360) 385-4777**

**Administrative Offices (360) 385-3020**

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[www.JeffersonTransit.com](http://www.JeffersonTransit.com)