

APPLICATION OF EMPLOYMENT

Jefferson Transit Authority
63 4 Corners Road
Port Townsend, WA 98368
(360) 385-4777



It is the policy of Jefferson Transit to provide equal employment opportunities to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, physical or mental handicap or veteran status.

Note: Please type or print your answers. If you print, please do so in blue or black ink and write neatly. An illegible application may preclude you from consideration.

POSITION APPLYING FOR: _____

PERSONAL INFORMATION

First Name _____ Middle Initial _____ Last Name _____

Current Address:

Street and Apt. # _____ City _____ State _____ Zip Code _____

Permanent Address (if different from above):

Street and Apt. # _____ City _____ State _____ Zip Code _____

Telephone: _____ E-mail: _____

Driver's License #: _____ State: _____

I am an U.S. Citizen or otherwise authorized to work in the United States on an unrestricted basis:

Yes No

If applicable, please list your visa type, visa number and expiration: _____

Have you ever been convicted of a felony? Yes No

If yes, please provide the following explain:

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Have you ever served in the U.S. Military? Yes No

If yes, please provide the following information:

Branch of Service: _____ Rank at time of separation: _____

I served from _____ to _____.

Special Honors: _____

EMPLOYMENT HISTORY:

You must report all previous employment for the past ten years

Present or Most Recent Employer

Employer: _____ Address: _____
Your Position: _____ Salary: _____
Dates of Employment: _____ to _____ May we contact? Yes No
Reason for Leaving: _____
Supervisor: _____ Phone: _____
Name Title
Duties: _____

Prior Employer

Employer: _____ Address: _____
Your Position: _____ Salary: _____
Dates of Employment: _____ to _____ May we contact? Yes No
Reason for Leaving: _____
Supervisor: _____ Phone: _____
Name Title
Duties: _____

Prior Employer

Employer: _____ Address: _____
Your Position: _____ Salary: _____
Dates of Employment: _____ to _____ May we contact? Yes No
Reason for Leaving: _____
Supervisor: _____ Phone: _____
Name Title
Duties: _____

EDUCATION

High School

Name and Location

Did you graduate? Yes No Attended from _____ to _____.

If you did not graduate, did you receive your GED? Yes No

Special honors or awards: _____

Technical or Vocational School

Name and Location

Did you graduate? Yes No Attended from _____ to _____.

Degree or Certification: _____ Specialty: _____

Special honors or awards: _____

College or University

Name and Location

Did you graduate? Yes No Attended from _____ to _____.

Degree: _____ Major: _____

Special honors or awards: _____

College or University

Name and Location

Did you graduate? Yes No Attended from _____ to _____.

Degree: _____ Major: _____

Special honors or awards: _____

POSITION INFORMATION:

Position Specifications

How did you hear about this job? _____

What hours are you willing to work? _____

Would you be able to work weekends? **Yes** **No**

Are you willing to travel for the job? **Yes** **No**

When would you would you be able to start? _____

Desired salary: _____ per _____

Skills

Please describe any skills you have in the following areas:

Computer:

Languages Spoken (other than English):

Other:

I hereby certify that my answers and assertions set forth in this application are true and complete to the best of my knowledge. If I am employed, I understand that any false statements on this application shall be considered sufficient cause for my dismissal. I hereby authorize Jefferson Transit to investigate any aspect of my prior educational and employment history.

Furthermore I understand that if I am hired, employment with Jefferson Transit is "at will," which means that either the company or I can terminate my employment for any reason not prohibited by state or federal law.

I also acknowledge that if the position which I am applying for is represented by any bargaining unit represented at Jefferson Transit I will be required to join that bargaining unit and maintain good standing within that unit in order to maintain employment.

I also acknowledge that Jefferson Transit is a Drug Free workplace and that any offer of employment is contingent upon submitting to a pre-employment drug and alcohol test. In addition, if the job I am applying for is safety sensitive, I acknowledge that I may be selected for random drug and alcohol testing in accordance with all applicable FTA regulations.

Signature: _____ **Date** _____

Do not write below, for office use only:
Date Received: _____