



63 4 Corners Road, Port Townsend, WA 98368

---

September 11, 2017

Dear Applicant:

Thank you for your interest in the Transit Operator position. Enclosed is an Application Packet, which includes a complete job description and the application materials to be completed and returned. We must receive your application materials no later than 5:00 PM on Monday, September 25, 2017. 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
- Completed Jefferson Transit Supplemental Questionnaire
- Current 5-year Motor Vehicle Record

The selection schedule below is for your use throughout the selection process. You **must make yourself available** on October 4th. Please select the time you will be available for the video testing on the Supplemental Questionnaire. You will be notified if you qualify for video testing.

- September 25, 2017– Completed application submitted to Jefferson Transit
- Sept 27 – Selection of testing candidates
- October 4– Testing – Candidates must be available on this date
- 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 a fee.

Sincerely,

*Jefferson Transit*

Customer Service (360) 385-4777

Administrative Offices (360) 385-3020

---

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