



63 4 Corners Road, Port Townsend, WA 98368

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March 31, 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. 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

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 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)