

# 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:

\_\_\_\_\_

.

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: \_\_\_\_\_