



Solano Transportation Authority
Human Resources
One Harbor Center, Suite 130
Suisun City, CA 94585-2473
Tel. (707) 424-6075 / Fax (707) 424-6074
www.solanolinks.com

An Equal Opportunity Employer

**ALL CANDIDATES APPLYING FOR POSITIONS WITH THE
SOLANO TRANSPORTATION AUTHORITY
MUST COMPLY WITH THE FOLLOWING INSTRUCTIONS**

Carefully read the **entire job announcement**. It has important information regarding the application requirement, examination process and dates. **NOTE:** The Solano Transportation Authority accepts applications for open positions only. Faxed applications are accepted.

Complete the job application in its entirety including **original** signature. Check to see if a **Supplemental Questionnaire** is required. If required, and you **do not** include the supplemental questionnaire, your application **will not** be considered. Do not state on the application "Refer to Resume". Resumes are not accepted as a substitute for a completed employment application. Only the information listed on the application, not the resume, will be considered during the screening process. A Summary of Benefits can be found under Jobs on the website at www.solanolinks.com

Carefully review job announcement and note degrees, diplomas, certifications or other specifically required documents. Applicants must submit documentation of specified credentials and/or DMV printouts prior to employment. Failure to do so will result in disqualification. If a typing certificate is required, it can be obtained from a temporary employment agency, a school, or the Employment Development Department. Self-administered typing certifications are not acceptable.

The Solano Transportation Authority is an Equal Opportunity Employer. In accordance with the federal Americans with Disabilities Act (ADA) and the California Fair Employment & Housing Act (FEHA), if accommodations are necessary in order to perform the essential functions of the position, or to participate in any portions of the selection process, please contact **Human Resources at (707) 424-6075 prior to the final filing date**.

Completed applications should be submitted to the above address, Attention: Human Resources.

It is the applicant's responsibility to ensure that the Solano Transportation Authority receives all application documents prior to 5:00 p.m. on the final filing date.



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Application for Employment

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PERSONAL INFORMATION

Name (Last, First, Middle)		Social Security Number	
Address		City	State Zip Code
Phone Number	Cell or Other Phone	E-mail	
If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you have a valid Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No		License Number :	Expiration Date:
Have you ever been convicted of any violation (other than minor traffic violations), felony or misdemeanor in any judicial system? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, state nature of the offense including dates and disposition of the case:			
Note: No applicant will be denied employment based solely on the grounds of conviction of a criminal offense.			

EMPLOYMENT DESIRED

Position	Date available to begin work:
Type of Employment (Check all that apply) <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary	
Are you related to any Solano Transportation Authority employee? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide Name and Relationship:	
If you have any questions or believe that you may need accommodations during the testing process, please contact Human Resources at (707) 24-6075. Requests for accommodations must be received by the final filing date for the recruitment.	

AGREEMENT

I certify that all statements made on this application are complete and true to the best of my knowledge. I agree and understand that any misrepresentation or deliberate omission of material fact contained in this application may be justification for disqualification or termination of employment with the Solano Transportation Authority. I authorize investigation of all matters contained in this application and agree to undergo any job-related examination, drug screening, fingerprinting, DMV record and/or background check upon conditional offer of employment and that the employment is contingent upon meeting the conditions of employment as may be required by the agency.

Signature: _____ Date: _____

EDUCATION & TRAINING

Name and Location of School	Diploma Received	Degree / Major
High School		
College/University		
Trade/Business or Correspondence School		

List computer, typing or equipment skills: _____

Are you bilingual? Yes No If yes, state language _____ Speak Read Write

Name: _____ **Position:** _____

EMPLOYMENT HISTORY (List all jobs with the most recent first. Different positions with the same employer may be listed separately. You may attach additional sheets of this page if necessary. A resume may be attached, but may not be substituted for completing this application)

Name & Address of Employer	Job Title/Position	Dates of Employment (Mo/Yr)	Supervisor / Contact Number
	Ending Salary: \$	From: To:	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Job Duties:			
Reason for leaving:			
Name & Address of Employer	Job Title/Position	Dates of Employment (Mo/Yr)	Supervisor / Contact Number
	Ending Salary: \$	From: To:	
Describe Job Duties:			
Reason for leaving:			
Name & Address of Employer	Job Title/Position	Dates of Employment (Mo/Yr)	Supervisor / Contact Number
	Ending Salary: \$	From: To:	
Describe Job Duties:			
Reason for leaving:			
Name & Address of Employer	Job Title/Position	Dates of Employment (Mo/Yr)	Supervisor / Contact Number
	Ending Salary: \$	From: To:	
Describe Job Duties:			
Reason for leaving:			
Name & Address of Employer	Job Title/Position	Dates of Employment (Mo/Yr)	Supervisor / Contact Number
	Ending Salary: \$	From: To:	
Describe Job Duties:			
Reason for leaving:			

