



An Equal Opportunity Employer

Solano County Transit (SolTrans)

Attention: Human Resources

One Harbor Center, Suite 130

Suisun City, CA 94585

Main Tel.: (707) 424-6075

Fax: (707) 424-6074

Email: humanresources@sta-snci.com

Website: www.sta.ca.gov

**ALL CANDIDATES APPLYING FOR POSITIONS WITH THE
SOLANO COUNTY TRANSIT (SOLTRANS)
MUST COMPLY WITH THE FOLLOWING INSTRUCTIONS**

Carefully read the **entire job announcement** for important information regarding the application requirement, examination process and dates. Note: SolTrans accepts applications for open positions only.

Complete the job application in its entirety. 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 may be submitted with the completed application but resumes **are not** accepted as a substitute for a completed employment application.

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.

SolTrans 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.**

OTHER IMPORTANT INFORMATION

SolTrans is a new agency located in Vallejo, CA. The Executive Director is a full time SolTrans position that will be contracted temporarily through the Solano Transportation Authority. Employees will be required to sign a contract with Solano Transportation Authority as a Limited Term employee, but will retain full rights as a SolTrans employee.

Signed applications may be mailed, emailed or faxed to the above address,

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