

# Drive your Dreams!



## APPLICATION PROCESS

### A COMPLETE APPLICATION FROM A QUALIFIED APPLICANT MUST BE SUBMITTED IN ONE OF THE FOLLOWING WAYS:

- Paychex Flex Application portal which can be found here:  
<https://www2.appone.com/Search/Search.aspx?ServerVar=mendocinotransitauthority.appone.com>
- Paper application submitted via email to [hr@mendocinotransit.org](mailto:hr@mendocinotransit.org) or mailed or dropped off: 241 Plant Road, Ukiah, CA 95482. A fillable PDF of the application can be found here:  
<http://mendocinotransit.org/wp-content/uploads/2022/06/MTA-Employment-Application-Fillable-Application.pdf>

All applicants **must** provide a copy of their driving record which can be downloaded here:  
<https://www.dmv.ca.gov/portal/customer-service/request-vehicle-or-driver-records/online-driver-record-request/>

AFTER MTA HAS RECEIVED A COMPLETED APPLICATION FOR A QUALIFIED APPLICANT, HUMAN RESOURCES WILL SEND AN EMAIL TO APPLICANT WITH A CHOICE OF DATES AND TIMES FOR AN INTERVIEW.

INTERVIEWS ARE CONDUCTED AT 241 PLANT ROAD IN UKIAH.