## How to Apply:

- **Step 1**: Download or print, and complete a pdf copy of our Employment Application.
- **Step 2**: Include a cover letter and resume, as applicable, and send your completed application package to the LCTA Human Resources Department one of the following ways:
  - Submit an application in-person at 315 Northampton Street, Kingston, PA 18704.
  - Submit an application by U.S. Mail:

Luzerne County Transportation Authority Attn: Human Resources Department 315 Northampton Street Kingston, PA 18704

Submit an application by e-mail: jobs@lctabus.com

At this time, we apologize that we are unable to accept applications by fax.

For more information or questions, please call 570-288-9356.

## **Application Information:**

All applicants must complete one employment application for each available position that they are interested in. Employment applications can be obtained by visiting the LCTA administrative offices at 315 Northampton Street, Kingston, PA between 9:00 am and 5:00 pm, Monday through Friday. Resumes may be submitted as an attachment.

Be sure to check the website frequently for an updated list of openings. The LCTA does not accept applications for positions that are closed or not advertised.

You are also requested to complete the "Voluntary Applicant Identification" form that is part of the application package for each position. This form is used for statistical purposes and legal compliance only. Employment applications and required job position forms that are NOT COMPLETED and submitted will NOT be considered for employment. Resumes not attached to a fully completed employment application will not be considered for employment.

It is the policy of the Luzerne County Transportation Authority to practice equal opportunity with respect to all aspects of its employment practices. LCTA is an ADA and EEO employer. Persons representing all aspects of diversity are encouraged to apply. For EEO questions or complaints, our EEO Officer, Joe Roselle, can be reached at jroselle@lctabus.com.

LCTA participate in E-Verify.

Thank you for checking out our career opportunities. We appreciate your interest in our organization.