



338 West 1st Street
P.O. Box 1350
Port Angeles, WA 98362

APPLICATION FOR EMPLOYMENT

INSTRUCTIONS

The Port of Port Angeles is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.

Incomplete information could disqualify you from further consideration. Please complete the entire application. 'See resume' will not be accepted.

(PLEASE PRINT)

Position(s) Applied for: _____ Date of Application: _____

How did you learn about us?

Advertisement Relative Inquiry Employment Agency Friend Other: _____

Last Name: _____ First Name: _____ Middle Name: _____

Address: _____ Apartment #: _____

City: _____ State: _____ Zip: _____

Primary Phone Number: _____ Personal Email Address: _____

Are you under 18 years of age? Yes No List Prior Names Known By: _____

Are you able to work: Full Time Part Time Temporary

Have you previously been employed by the Port of Port Angeles? Yes No

If yes, please provide the dates and title of your previous employment.

Do any of your friends or relatives work for the Port of Port Angeles? Yes No

If yes, provide name and relationship with employee.

Are you currently employed? Yes No May we contact your current employer? Yes No

Date available to work: _____ Desired salary range: _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?
(Proof of citizenship or immigration status will be required upon employment). Yes No

EDUCATION

Circle the highest grade completed: 8 9 10 11 12 Some College AA/AS Bachelors Masters PhD

High School Graduate or GED? Yes No

Name of high school, college or vocational school & location	Academic Major, Skill or Trade	Number of Years Attended	Degree Earned

MILITARY SERVICE

Branch	Date From:	Date To:	Rank at Discharge

Responsibilities:

SKILLS & LICENSES

Describe any training, licenses, skills and civic, professional, trade, business or extra-curricular activities relative to this position:

WORK HISTORY Start with your present or last job. Include any job related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Dates of Employment (Month/Year) From: _____ To: _____	Title of Position:
Employer Name	Employer Address & Phone Number:
Name and Title of Immediate Supervisor:	Reason for leaving:
May we contact your previous supervisor for a reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain.
Description of Work Performed: _____ _____ _____ _____	

Dates of Employment (Month/Year) From: _____ To: _____	Title of Position:
Employer Name	Employer Address & Phone Number:
Name and Title of Immediate Supervisor:	Reason for leaving:
May we contact your previous supervisor for a reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain.
Description of Work Performed: _____ _____ _____ _____	

WORK HISTORY CONTINUED...

Dates of Employment (Month/Year) From: _____ To: _____	Title of Position:
Employer Name	Employer Address & Phone Number:
Name and Title of Immediate Supervisor:	Reason for leaving:
May we contact your previous supervisor for a reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain.
Description of Work Performed: _____ _____ _____ _____	

Dates of Employment (Month/Year) From: _____ To: _____	Title of Position:
Employer Name	Employer Address & Phone Number:
Name and Title of Immediate Supervisor:	Reason for leaving:
May we contact your previous supervisor for a reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain.
Description of Work Performed: _____ _____ _____ _____	

EMPLOYMENT GAPS & OTHER INFORMATION *Please explain any gaps of employment and attach additional pages if necessary.*

REFERENCES *Please list at least two professional references.*

1.	Name of Reference: _____	Relationship: _____
	Current Phone Number: _____	
2.	Name of Reference: _____	Relationship: _____
	Current Phone Number: _____	
3.	Name of Reference: _____	Relationship: _____
	Current Phone Number: _____	

APPLICANT'S STATEMENT

<p><i>I certify that answers given herein are true and complete.</i></p> <p><i>I authorize investigation of all statements contained in this application for employment as may be necessary at arriving at an employment decision.</i></p> <p><i>This application for employment shall be considered active for a period of time not to exceed 90 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at this time.</i></p> <p><i>I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the Port of Port Angeles is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive in the Port of Port Angeles.</i></p> <p><i>In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Port of Port Angeles.</i></p> <p>Signature of Applicant: _____ Date: _____</p>
