



EMPLOYMENT APPLICATION

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

All qualified applicants are considered regardless of race, color, creed, religion, age, sex, sexual orientation, gender identity and expression, marital status, national origin, veteran status, disability, or genetic information.

INSTRUCTIONS – PLEASE READ

This is a general employment application required for all positions. As the hiring process continues, you may be asked to provide a more detailed survey of your qualifications as they relate to a specific position or an additional authorization for release of information.

PERSONAL INFORMATION

APPLICANT'S NAME (Last)	(First)	(M.I.)	TODAY'S DATE
STREET ADDRESS	CITY & STATE	ZIP CODE	DAYTIME TELEPHONE NUMBER
MAILING ADDRESS (if different from above)	CITY & STATE	ZIP CODE	MESSAGE PHONE NUMBER
EMAIL ADDRESS			

POSITION INQUIRY

POSITION FOR WHICH YOU ARE APPLYING:	
DATE YOU ARE AVAILABLE TO START:	
HOW WERE YOU REFERRED TO THE PORT?	<input type="checkbox"/> Newspaper <input type="checkbox"/> Website <input type="checkbox"/> Employee referral <input type="checkbox"/> Indeed <input type="checkbox"/> Walk-in <input type="checkbox"/> Other (explain):

GENERAL

A. Are you at least 18 years of age?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
B. Can you provide documentation that you may be lawfully employed in the United States?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
C. Do you possess a valid Driver's License in Washington State?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
D. Have you applied here before? If yes, when?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
E. Have you ever been employed by the Port of Shelton before? If yes, when and what position?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
F. Do any of your relatives or persons of your same household work here? If yes, please provide name and position.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

GENERAL (continued)

G. Check if you are willing to accept regular work for: ☐ Full Time ☐ Part Time ☐ Temp/Seasonal ☐ On Call

H. Can you stay on short notice if required?

☐ YES

☐ NO

I. Are you available to work evenings and weekends if necessary?

☐ YES

☐ NO

J. Are you willing to relocate if necessary?

☐ YES

☐ NO

K. Any prior commitments which would require absence of more than one day in the next 6 months?

☐ YES

☐ NO

If yes, please explain:

L. Are you now, or do you expect to be engaged in any other business or employment?

☐ YES

☐ NO

If yes, please explain:

M. Have you ever been dismissed or fired from a position for any reason? (A "YES" answer will not automatically bar you from further consideration--provide details in Item O.)

☐ YES

☐ NO

N. Have you ever resigned from or quit a position while under investigation or after being informed that discipline would be taken against you, or during an appeal of a disciplinary action? (A "YES" answer will not automatically bar you from further consideration--provide details in Item O.)

☐ YES

☐ NO

O. EXPLANATIONS (from Item M and/or Item N above):

EDUCATION

Check the highest grade completed: ☐ 10 ☐ 11 ☐ 12 ☐ 12+

	School Name, City, State	Graduated	Degree, Diploma or Certification Obtained
High School		<input type="checkbox"/> YES <input type="checkbox"/> NO	
College/Univ.		<input type="checkbox"/> YES <input type="checkbox"/> NO	
College/Univ.		<input type="checkbox"/> YES <input type="checkbox"/> NO	
College/Univ.		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Trade/Other		<input type="checkbox"/> YES <input type="checkbox"/> NO	

If you did not complete high school, do you have a high school equivalency diploma?

☐ YES

☐ NO

Are you currently a student? ☐ YES ☐ NO

If yes, school name, course of study, & portion completed:

Outside activities while in school which you feel reflect your abilities and/or personality:

Plans for future education/training:

EMPLOYMENT & VOLUNTEER HISTORY
(start with PRESENT or most recent employer)

From	To	Name of Organization	
Name of Organization		Address, City, State, Zip	May we contact your current employer? <input type="checkbox"/> YES <input type="checkbox"/> NO
Supervisor Name and Title		Phone	Email Address
Type of Business or Industry		Job Title	Employment Status (FT, PT, contract):

Duties of position & skills used:

Reason for Leaving

From	To	Name of Organization	
Name of Organization		Address, City, State, Zip	May we contact your current employer? <input type="checkbox"/> YES <input type="checkbox"/> NO
Supervisor Name and Title		Phone	Email Address
Type of Business or Industry		Job Title	Employment Status (FT, PT, contract):

Duties of position & skills used:

Reason for Leaving

EMPLOYMENT & VOLUNTEER HISTORY (continued)

From	To	Name of Organization	
Name of Organization		Address, City, State, Zip	May we contact your current employer? <input type="checkbox"/> YES <input type="checkbox"/> NO
Supervisor Name and Title		Phone	Email Address
Type of Business or Industry		Job Title	Employment Status (FT, PT, contract):

Duties of position & skills used:

Reason for Leaving

VOLUNTEER ACTIVITIES AND EXPERIENCE

Describe your involvement in volunteer activities which may help assess your abilities. Please exclude those activities which may indicate your race, color, creed, religion, age, sex, sexual orientation, gender identity and expression, marital status, national origin, veteran status, disability or genetic information.

OTHER SKILLS AND QUALIFICATIONS

Please list any other skills, qualifications or experience pertinent to the career you seek (e.g. – computers, software, machines, tools, special certifications, etc.).

REFERENCES

Please provide three professional references who know about your qualifications

Name	Company	Phone	Email	Relationship
1.				
2.				
3.				

APPLICANT'S STATEMENT

I hereby affirm that the information provided on this application, and accompanying letters or resume, is true and complete.

I also agree and understand that any false or misleading information or significant omissions may disqualify me from consideration for employment or result in my dismissal if hired.

I authorize this employer to investigate my background thoroughly, and agree to assist in such investigation. I release and hold harmless, and promise not to claim damages from any of my prior employers listed above for providing information.

I agree to submit to any drug test that may be required by the employer (if applicable). I understand that the refusal to submit to testing will result in my disqualification for employment with this organization.

I also understand that employment may be conditioned upon an investigation into criminal convictions on record with Local, State or Federal law enforcement authorities.

I understand that, if hired, my employment is not for any specific period or duration and is terminable at will by the employer or me at any time with or without cause or notice. I understand this application is NOT A CONTRACT.

I agree to present documentation proving my eligibility to work in the United States, and that failure to do so voids any offer of employment.

Applicant's Name (please print)

Signature of Applicant

Today's date

HIRING PROCESS

Thank you for your interest in working for us! Please review these important features of our hiring process:

1. Applications are accepted only when an opening within the organization exists.
2. Applications are active for 60 days or until the current hiring process is closed.
3. Applicants may be asked to review information about our mission, our high standards for employees and specific job requirements, and certify your understanding, before applying.
4. Hiring is a two-way process. We encourage applicants to ask questions and will do our best to answer them.
5. Due to the volume of applications received, we will not be able to notify each and every applicant not selected. Only those selected for further interviews will be contacted.
6. In some cases, internal candidates are considered alongside external applicants.
7. This application does not guarantee an interview or offer of employment.
8. All job offers may be contingent on satisfactory completion of background investigation, drug screen and a fitness for duty assessment. Job offers are not final until confirmed in writing.
9. Our employees deserve the best co-workers possible. Therefore, we reserve the right to hire the best qualified person for the job.

Please initial and date after reading the hiring process above: _____

MAIL or DELIVER your completed application to:
Port of Shelton
21 W Sanderson Way
Shelton, WA 98584

Or EMAIL your completed application to:
info@portofshelton.com