



PORT OF VANCOUVER EMPLOYMENT APPLICATION

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) applied for: _____ Date of application: _____

Name: _____ Social Security #: _____

Address: _____

Telephone #: _____ Mobile/Beeper/Other: _____ E-mail Address : _____

Referral Source (How did you hear about us?): _____

If you are under 18, and it is required, can you furnish a work permit? Yes No

If no, please explain: _____

Have you ever been employed here before? If yes, give dates and positions..... Yes No

Are you legally eligible for employment in this country? Yes No

Date available for work: _____ What is your desired salary range?: _____

Type of employment desired: Full-Time Part-Time Temporary Seasonal

Driver's license number if driving may be required in position for which you are applying: _____ State _____

Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? Yes No

If yes, please provide date(s) and details: _____

Employment History: Start with your most recent employer and provide the following information.

Employer: _____ Telephone #: _____

Street address: _____ City: _____ State: _____

Starting job title/final job title: _____

Immediate supervisor and title (for most recent position): _____

Why did you leave? _____

Summarize the type of work performed and job responsibilities: _____

What did you like most about your position? _____

What were the things you liked least about the position? _____

May we contact for reference? Yes No Later

Dates employed: Month _____ Year _____ to _____ Month _____ Year

Compensation (Starting) Hourly Salary _ \$ _____

Commission/Bonus/Other Compensation \$ _____

Compensation (Ending)..... Hourly Salary _ \$ _____

Commission/Bonus/Other Compensation \$ _____

Employer: _____ Telephone #: _____

Street address: _____ City: _____ State: _____

Starting job title/final job title: _____

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Dates employed: Month _____ Year _____ to _____ Month _____ Year

Compensation (Starting) Hourly Salary _ \$ _____

Commission/Bonus/Other Compensation \$ _____

Compensation (Ending)..... Hourly Salary _ \$ _____

Commission/Bonus/Other Compensation \$ _____

Skills and Qualifications: Summarize special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying.

Computer Skills (Include software titles and years of experience):

Word Processing _____ Years: _____

Spreadsheet _____ Years: _____

Presentation _____ Years: _____

E-mail _____ Years: _____

Internet _____ Years: _____

Other _____ Years: _____

Educational Background: Start with your most recent school attended and provide the following information.

School (include City and State) _____

Years Completed _____ GPA (Class Rank) _____ Major/Minor _____

Completed: Diploma GED Degree Certification Other

School (include City and State) _____

Years Completed _____ GPA (Class Rank) _____ Major/Minor _____

Completed: Diploma GED Degree Certification Other

School (include City and State) _____

Years Completed _____ GPA (Class Rank) _____ Major/Minor _____

Completed: Diploma GED Degree Certification Other

References: List name and telephone number of three business/work references not related to you and not previous supervisors. If not applicable, list three school or personal references not related to you.

Name: _____ Title: _____ Relationship: _____ Telephone: _____ Years known: _____

Name: _____ Title: _____ Relationship: _____ Telephone: _____ Years known: _____

Name: _____ Title: _____ Relationship: _____ Telephone: _____ Years known: _____

Applicant Statement:

I certify that all information I have provided in order to apply for and secure work with the Port of Vancouver is true, complete and correct. I expressly authorize, without reservation, the Port, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the Port, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me. I understand the Port does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law. I understand this application remains current for only 60 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application. If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the Port reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the Port is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Port's Executive Director. I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard. I understand that any information I provide that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the Port's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date _____