



# Application for Employment

The Port is an equal opportunity employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, veteran status, disability status, or any other basis prohibited by Federal, State or Local Law. Please let us know if you need accommodations in order to participate in the application process.

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Position \_\_\_\_\_ Date \_\_\_\_\_

Referred By:  Advertisement  Employment Agency  Friend  Relative  Other

[If Other, please specify: \_\_\_\_\_]

If any friends or relatives work here, list names: \_\_\_\_\_

## Personal Information

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Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone(s): \_\_\_\_\_

Social Security No. \_\_\_\_\_

Emergency Contact, Name and Phone #: \_\_\_\_\_

Is there anything that will interfere with your ability to perform on a regular basis the duties of the job for which you are applying?  Yes  No [if Yes, please explain]

Will Visa or Immigration Status prevent Lawful employment?  Yes  No

Are you available to work  full time?  part time? As of (date) \_\_\_\_\_

Have you been convicted or pled no contest to any criminal offense?  Yes  No If Yes, please describe the nature of offense, date, court and disposition. (a Yes answer will not necessarily disqualify an applicant from employment.)

Are you willing to travel if the job requires it?  Yes  No

**Employment Experience**

List each job held in the last 10 years. Start with your present job or the last job you held. Include military service, and volunteer activities. Use additional sheets of paper if necessary—or ATTACH A RESUME if it covers all items requested below.

<b><u>Employer</u></b>	<b><u>Dates</u></b>		<b><u>Work Performed</u></b>
<i>Employer</i>	<i>from</i>	<i>to</i>	<i>Please describe your job duties in detail.</i>
<i>Address</i>			
<i>Job Title</i>			<i>Reason for leaving:</i>
<i>Supervisor</i>			

<i>Employer</i>	<i>from</i>	<i>to</i>	<i>Please describe your job duties in detail.</i>
<i>Address</i>			
<i>Job Title</i>			<i>Reason for leaving:</i>
<i>Supervisor</i>			

<i>Employer</i>	<i>from</i>	<i>to</i>	<i>Please describe your job duties in detail.</i>
<i>Address</i>			
<i>Job Title</i>			<i>Reason for leaving:</i>
<i>Supervisor</i>			

<i>Employer</i>	<i>from</i>	<i>to</i>	<i>Please describe your job duties in detail.</i>
<i>Address</i>			
<i>Job Title</i>			<i>Reason for leaving:</i>
<i>Supervisor</i>			

<i>Employer</i>	<i>From</i>	<i>To</i>	<i>Please describe your job duties in detail.</i>
<i>Address</i>			
<i>Job Title</i>			<i>Reason for leaving:</i>
<i>Supervisor</i>			

## Education

School Name	Elementary	High	College/University	Graduate/Professional
Location				
Years Completed (Circle)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree		yes    no	yes    no	yes    no
Describe courses of study, apprenticeships,				
Skills, and extra-curricular activities:				

Any other skills or training related to the position you are seeking?

Have you been bonded? \_\_\_Yes \_\_\_No    If Yes, for what positions? \_\_\_\_\_

## References

Please provide Name, Address and Phone Number of three work related references not related to you:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## Agreement

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize you to make such investigations and inquiries of my character, reputation, credit, previous employment and background information. I hereby release all parties and or persons from all claims, liabilities and damages in responding to inquiries in connection with my application.

In the event of employment, I understand false information given in my application or interview(s) may result in immediate discharge. I agree my employment can be terminated with or without cause, and with or without notice at any time, at the option of the Port or myself. I understand no representative other than the Port Manager has any authority to enter into any agreement for employment. I understand, also, that I am required to abide by all policies, rules and regulations of the Port.

Signature of Applicant

Date