

EMPLOYMENT REFERENCE RELEASE

If you're seeking new employment and would like to use a current Port of Seattle employee as a professional reference, you will need to complete the [Port of Seattle Employment Reference Release](#) form.

- Once completed, the form will be sent to Human Resources for review.
- After review, Human Resources will notify you and your reference that they can proceed as a professional reference.

It is at the discretion of the Port of Seattle employee if they would like to provide a professional reference or not. You must fill out this form for each individual that you would like to be a reference. For any questions, please contact: employment@portseattle.org

Employment Reference
Release Form

FREQUENTLY ASKED QUESTIONS

Who can submit an employment reference release form?

A current or former Port employee who is requesting a professional reference from a current Port employee.

How do I submit the form?

Complete the online [Port of Seattle Employment Reference Release](#) form. Once all required fields are completed, a submit button will appear at the bottom.

How do I know the form was received and reviewed? How many days can I expect to hear back from HR?

You will receive an email requesting confirmation of your signature. Once you've confirmed your signature, a copy of the signed form will be sent to you and Human Resources. Within 24-48 hours Human Resources will notify the requested reference (requestee) that they may provide a professional reference. Please note it is at the discretion of the requestee as to their interest in fulfilling this request.

How long is the Employment Reference form valid for?

90 days from the date of signature.

Do I have to submit a new form for every new reference?

Yes, you must submit a form for every requested individual.

Do I need an Adobe account to complete the form?

No, you can complete, sign, and submit the form from a web browser.

Who do I contact for Employment Verification?

For Employment Verification, please email employment@portseattle.org.

I need assistance, who do I contact?

employment@portseattle.org