

Human Resources
 www.portseattle.org

 PO Box 1209
 employment@portseattle.org

 Seattle, WA 98111
 FAX: 206.728.3004

The Port of Seattle is an Equal Opportunity Employer and is committed to diversity in the workplace.

Applications are only accepted for current job openings. Applicants are required to complete a separate application for each position for which they apply. Cover letters and resumes may also be attached. Applications must be received prior to the closing date and time of each position.

JOB INFORMATION

Requisition # and Job Title must correspond to current open positions at the Port of Seattle.

DATE: _____ REQUISITION #: _____ JOB TITLE: _____

PLEASE TELL US HOW YOU FIRST LEARNED ABOUT THIS POSITION

Select appropriate referral and indicate specific source of referral. (Example: Web site / Port of Seattle)

- | | | |
|--|---|---|
| <input type="checkbox"/> Advertisement: _____ | <input type="checkbox"/> Current Port Employee: _____ | <input type="checkbox"/> Job Posting: _____ |
| <input type="checkbox"/> Agency: _____ | <input type="checkbox"/> Executive Referral: _____ | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Airport Jobs: _____ | <input type="checkbox"/> Former Port Employee: _____ | <input type="checkbox"/> Web site: _____ |
| <input type="checkbox"/> College Recruiting: _____ | <input type="checkbox"/> Job Fair: _____ | |

PERSONAL INFORMATION

 NAME - FIRST: _____ MIDDLE: _____ LAST: _____ Sr Jr III
 SUFFIX: _____

PRESENT STREET / MAILING ADDRESS: _____

CITY: _____ COUNTY: _____ STATE: _____ POSTAL CODE: _____ COUNTRY IF NOT USA: _____

E-MAIL ADDRESS: _____

 PHONE NUMBERS - HOME: _____
 CHOOSE ONE: BUSINESS CELLULAR OTHER PAGER

GENERAL INFORMATION

DESIRED SALARY: \$ _____ LEAST AMOUNT ACCEPTABLE: \$ _____

LIST ANY RELATIVES CURRENTLY EMPLOYED BY THE PORT OF SEATTLE: _____

DURING THE PAST TEN YEARS, HAVE YOU BEEN CONVICTED OF OR RELEASED FROM PRISON FOR ANY OFFENSE? No Yes
 Answering yes does not necessarily deny you consideration for employment unless the conviction conflicts with the type of work for which you are applying. Please note that some positions at the Port of Seattle require a comprehensive FBI background check, which will include fingerprinting. To determine whether or not the FBI background check is a requirement for a specific position, please refer to the Comments section of that job posting. If you answered yes, please provide details:

PORT OF SEATTLE EMPLOYMENT INFORMATION

The Port of Seattle has many locations and contracts with a variety of companies. For example, if you are contracted through a temporary agency, you are **not** a Port of Seattle employee. You **are** a Port of Seattle employee if the company name on your paycheck states Port of Seattle.

- ARE YOU A CURRENT OR FORMER PORT OF SEATTLE EMPLOYEE?
 - No - MOVE TO EDUCATION HISTORY
 - YES - COMPLETE THIS SECTION
 - CURRENT EMPLOYEE
 - FORMER EMPLOYEE

Please note: Internal candidate's references will be considered as part of the final step in the selection process. By applying for this position, you acknowledge that your current and past performance will be reviewed.

PORT OF SEATTLE EMPLOYMENT INFORMATION - continued

- STATE YOUR CURRENT OR FORMER PORT POSITION: _____
- STATE THE DURATION YOU HAVE BEEN IN YOUR CURRENT OR FORMER POSITION: _____
- PROVIDE YOUR PHONE EXTENSION, OR A NUMBER WHERE YOU CAN BE REACHED DURING THE DAY: _____
- PROVIDE THE NAME OF YOUR CURRENT OR FORMER SUPERVISOR / MANAGER: _____
- DESCRIBE ANY SPECIAL TRAINING SINCE JOINING THE PORT OF SEATTLE. YOU MAY ALSO INDICATE OTHER SIGNIFICANT INFORMATION YOU WOULD LIKE TO BE CONSIDERED: _____

EDUCATION HISTORY

HIGH SCHOOL NAME: _____
CITY AND STATE: _____
GRADUATED: No Yes
YEARS / CREDITS COMPLETED: _____
DEGREE RECEIVED: _____
MAJOR / FIELD(S) OF STUDY: _____

VOCATIONAL SCHOOL NAME: _____
CITY AND STATE: _____
GRADUATED: No Yes
YEARS / CREDITS COMPLETED: _____
DEGREE RECEIVED: _____
MAJOR / FIELD(S) OF STUDY: _____

CORRESPONDENCE OR BUSINESS SCHOOL NAME: _____
CITY AND STATE: _____
GRADUATED: No Yes
YEARS / CREDITS COMPLETED: _____
DEGREE RECEIVED: _____
MAJOR / FIELD(S) OF STUDY: _____

COMMUNITY COLLEGE SCHOOL NAME: _____
CITY AND STATE: _____
GRADUATED: No Yes
YEARS / CREDITS COMPLETED: _____
DEGREE RECEIVED: _____
MAJOR / FIELD(S) OF STUDY: _____

COLLEGE OR UNIVERSITY SCHOOL NAME: _____
CITY AND STATE: _____
GRADUATED: No Yes
YEARS / CREDITS COMPLETED: _____
DEGREE RECEIVED: _____
MAJOR / FIELD(S) OF STUDY: _____

GRADUATE SCHOOL NAME: _____
CITY AND STATE: _____
GRADUATED: No Yes
YEARS / CREDITS COMPLETED: _____
DEGREE RECEIVED: _____
MAJOR / FIELD(S) OF STUDY: _____

SKILLS AND EQUIPMENT

Identify the types of Office Equipment, Computer Systems and Software, and / or Heavy Machinery you can successfully operate, and the skills you have with this equipment as they pertain to the position for which you are applying.

ACTIVITIES / PROFESSIONAL ASSOCIATIONS

Indicate the professional associations and / or activities which are relevant to the position for which you are applying.

LICENSES AND CERTIFICATIONS

Identify the licenses or certifications you currently hold as they pertain to the position for which you are applying (professional, trade, etc.). Please do not provide your driver's license information.

TYPE:	ISSUED BY:	EXPIRATION DATE:
_____	_____	_____
_____	_____	_____
_____	_____	_____

EMPLOYMENT HISTORYMay we contact your present employer? Yes, BUT PLEASE CONTACT ME FIRST. No

EMPLOYER NAME: _____ **DATES OF EMPLOYMENT:** _____
ADDRESS: _____ **PRESENT OR END SALARY:** _____
SUPERVISOR / TITLE: _____ **PHONE:** _____
REASON FOR LEAVING: _____
OCCUPATION / DESCRIPTION OF PRIMARY RESPONSIBILITIES:

EMPLOYER NAME: _____ **DATES OF EMPLOYMENT:** _____
ADDRESS: _____ **PRESENT OR END SALARY:** _____
SUPERVISOR / TITLE: _____ **PHONE:** _____
REASON FOR LEAVING: _____
OCCUPATION / DESCRIPTION OF PRIMARY RESPONSIBILITIES:

EMPLOYER NAME: _____ **DATES OF EMPLOYMENT:** _____
ADDRESS: _____ **PRESENT OR END SALARY:** _____
SUPERVISOR / TITLE: _____ **PHONE:** _____
REASON FOR LEAVING: _____
OCCUPATION / DESCRIPTION OF PRIMARY RESPONSIBILITIES:

CONDITIONS OF APPLICATION AND EMPLOYMENT

- I hereby affirm that my answers to the foregoing questions are true and correct, and that I have not knowingly withheld any fact or circumstance which would, if disclosed, affect my application unfavorably.
- In compliance with the Immigration Reform Act, all employment offers will be contingent upon selected applicants providing acceptable proof of identity and authorization to legally work in the United States.
- I understand that misrepresentation or omission of the facts called for in this application or other company records will be cause for immediate dismissal. In addition, I authorize the Port of Seattle to verify any and all information contained in this application and to inquire into my character, ability, and work habits from former employers and others, and I release all concerned from any liability in connection with any information they give. I agree, in the event of my employment, to comply with and abide by all the company's rules and regulations.
- The Port retains the right to determine the fitness and adaptability of applicants for employment. All appointments are made on a provisional basis and are subject to periodic review of the performance according to procedures established by the Port Commission.
- I, THE UNDERSIGNED, HAVE CAREFULLY READ AND AGREE TO THE ABOVE CONDITIONS.

SIGNATURE OF APPLICANT_____
DATE

APPLICANT DATA / OPTIONAL EEO INFORMATION

The Port of Seattle's Human Resources and Development Department uses this information to maintain accurate records for those individuals who apply for and accept positions with the Port. Applicants are considered for all positions, and employees are treated during employment without regard to ethnic origin, religion, gender, national origin, age, marital status, veteran status, medical condition or disability.

As employers / government contractors, we comply with federal regulations and affirmative action responsibilities. Solely to help us comply with government record keeping, legal requirements, and the Port of Seattle's commitment to diversity, please provide us with the following information. We appreciate your cooperation.

The data provided will be kept in a confidential file, separate from applications for employment. You may choose to report any part of the information. A decision not to provide the requested information will not result in any adverse treatment of your application for employment.

PLEASE COMPLETE THE NEXT PAGE OF THIS FORM.

PORT OF SEATTLE EMPLOYMENT INFORMATION

ARE YOU A CURRENT OR FORMER PORT OF SEATTLE EMPLOYEE?

-
- NO
-
- CURRENT EMPLOYEE
-
- FORMER EMPLOYEE

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INDICATE GENDER

-
- Female
-
- Male

INDICATE HIGHEST EDUCATION COMPLETED

- | | |
|---|---|
| <input type="checkbox"/> Less than High School Diploma | <input type="checkbox"/> College - 4 years (credit hour equivalent) |
| <input type="checkbox"/> High School Diploma / GED equivalent | <input type="checkbox"/> Bachelor's Degree |
| <input type="checkbox"/> Vocational / Business School | <input type="checkbox"/> Some Graduate School |
| <input type="checkbox"/> Some College (less than one year) | <input type="checkbox"/> Master's Degree |
| <input type="checkbox"/> College - 1 year (credit hour equivalent) | <input type="checkbox"/> Post-Master's |
| <input type="checkbox"/> College - 2 years (credit hour equivalent) | <input type="checkbox"/> Doctoral Degree |
| <input type="checkbox"/> Associate's Degree | <input type="checkbox"/> Juris Doctor |
| <input type="checkbox"/> College - 3 years (credit hour equivalent) | <input type="checkbox"/> Post-Doctorate |

INDICATE ETHNIC ORIGIN

-
- African American
-
- Asian / Pacific Islander
-
- Caucasian
-
- Hispanic
-
- Native American / Alaskan Native

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