

Please email completed form & resume to: PortRepresentative@PortofKennewick.org

APPLICATION FOR EMPLOYMENT

PORT OF KENNEWICK
 350 CLOVER ISLAND DRIVE
 KENNEWICK, WASHINGTON 99336
 Tel: (509) 586-1186
 Web Site: PortOfKennewick.org
PortRepresentative@PortofKennewick.org

PLEASE TYPE OR PRINT – USE INK ONLY



This form is required for employment and must be filled out completely. A resume is also required and will not be accepted in place of a completed application. Incomplete applications will be rejected. You must notify the Port of Kennewick if you change your address or phone number. Applicants in need of special accommodation during the employment process due to disability should contact the Port of Kennewick at (509) 586-1186. Please see the accompanying job description and disclosure of compensation and benefits.

POSITION DESIRED:

Name:		Prior names used:	
Address:			
	AVAILABILITY (Please circle one):		
	Immediate		Other (Specify)
City/State/Zip:		Fax:	
Telephone Home:		Telephone Cell:	
E-mail:			

GENERAL INFORMATION

Type of work you will accept (check appropriate boxes):				Full Time:	☐ YES	Part-time:	☐ YES
Temporary:	☐ YES	Seasonal:	☐ YES	Shift:	☐ YES	Weekend:	☐ YES
Are you able to provide documentation to verify that you may be lawfully employed in the U.S.?						☐ YES	☐ NO
A Driver's License is an essential job requirement for this position. Do you possess a valid driver's license?						☐ YES	☐ NO
Commercial driver's license class:			Endorsements:				
Have you ever been discharged (fired) or resigned (quit) in lieu of discharge, except for lay off because of lack of work?						☐ YES	☐ NO
Are you a former Port of Kennewick employee?		☐ YES	☐ NO	If YES, date of separation:			

EDUCATION AND TRAINING

Education	Name of School	Diplomas/degrees/etc.	Dates Attended
High School			
Colleges & Universities			
Colleges & Universities			
Technical or Trade Schools			
Training and/or Certifications			
Have you completed an apprenticeship?	☐ YES	☐ NO	Which craft(s):

OTHER SKILLS AND QUALIFICATIONS

What computer systems, programs, and office machines are you able to operate?			
		Typing Speed:	WPM
List any special certifications, technical skills, training, or experience you have gained through employment or as a volunteer, that have not been listed above:			

EMPLOYMENT EXPERIENCE

Be sure to complete all sections of this application completely and accurately to the best of your ability. Your application will be used as part of the examination process and therefore should represent your best effort. **Beginning with your present or most recent employment** and working back, list the last four positions you held. Give us a clear description of your job duties, the time spent doing that work, the equipment you used, and anything else which will help us understand the nature of your work. If more space is needed, please attach an additional sheet.

A RESUME WILL NOT BE ACCEPTED IN PLACE OF COMPLETING THIS SECTION. DO NOT REFERENCE "SEE RESUME". INCOMPLETE APPLICATIONS WILL BE REJECTED.

May inquiry be made of your present employer?		☐ YES	☐ NO
Name and address of employing firm:			
Phone Number:		Immediate supervisor:	
Job Title:		Dates worked:	From To
Reason for leaving:			
Description of work performed:			

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Name and address of employing firm:					
Phone Number:				Immediate supervisor:	
Job Title:				Dates worked:	From To
Reason for leaving:					
Description of work performed:					
Name and address of employing firm:					
Phone Number:				Immediate supervisor:	
Job Title:				Dates worked:	From To
Reason for leaving:					
Description of work performed:					
Name and address of employing firm:					
Phone Number:				Immediate supervisor:	
Job Title:				Dates worked:	From To
Reason for leaving:					
Description of work performed:					

PROFESSIONAL REFERENCES

List three people (non-related) who can speak knowledgeably of your ability to do the job.

NAME	ADDRESS	TELEPHONE	YEARS KNOWN

AGREEMENT, CERTIFICATION, AND AUTHORIZATION
(Please read carefully)

I certify that all statements made in this application and accompanying letters and resume are true, complete, and correct to the best of my knowledge. 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 immediate dismissal if hired.

I authorize my current or former employer(s) listed above to provide to Port of Kennewick representatives information regarding my current or former employment. I understand that such information may or may not help my application for employment with the Port of Kennewick. I release and hold harmless, and promise not to claim damages from any of my prior employers listed above for providing requested employment information.

I understand that if a job offer is made, and before employment commences, I must submit to a pre-employment drug screening. I understand that the refusal to submit to testing will result in my disqualification for employment.

I also understand that if a job offer is made, and before employment commences, I must submit to an investigation into my criminal convictions on record with local, state and federal law enforcement authorities. At that stage, the applicant may be required to execute a Fair Credit Reporting Act authorization and release to allow the organization to obtain a criminal history from a third party provider. A criminal conviction history does not automatically exclude an individual from employment. The organization will consider a number of factors, including the nature, severity, and recency of the criminal activity to determine the individual's suitability for employment in the particular position. Such authorization and release is also required to obtain a credit report should the role include financial and/or fiduciary responsibilities.

I certify that I have reviewed the job description for the position applied for and am able to perform the essential functions of that position with or without accommodation.

I understand if am offered and accept a position with the Port of Kennewick, federal law requires that I must provide verification of my identity and authorization for employment in the United States within three days of hiring. The failure to do so voids any offer of employment.

I also understand that post offer and pre-hire for this position, I must verify that I have a valid drivers' license. Driving a vehicle is an essential function of this position with the Port of Kennewick and insurance provisions require verification of licensure and review of the abstract of the individual's driving record.

Finally, I understand that if I am hired, my employment is not for any specified period of time or duration and is terminable at will by the either the employer or me, without cause or notice. I understand that this application is not a contract for employment.

Signature of Applicant:

Date of Application:

NOTE: All applications must be complete, signed and dated in order to be accepted for consideration.