

APPLICATION FOR EMPLOYMENT

PORT OF KENNEWICK

350 CLOVER ISLAND DRIVE
KENNEWICK, WASHINGTON 99336

Tel: (509) 586-1186

Fax: (509) 582-7678

Website: PortOfKennewick.org

PLEASE TYPE OR PRINT – USE INK ONLY

This form is required for employment and must be completed in full. 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 who need special accommodation during the employment process due to a disability should contact the Port of Kennewick at (509) 586-1186. Please see the accompanying job description and disclosure of compensation and benefits.

APPLICANT INFORMATION

Full Name:			
Mailing Address:		City/State/ZIP	
Preferred Telephone:		E-mail:	
Preferred Method of Contact:	☐ Telephone ☐ Email ☐ Mail		
Have you worked for the Port of Kennewick previously?	☐ Yes ☐ No	If yes, in what position and when?	Position: _____ Dates: _____

AVAILABILITY AND WORK AUTHORIZATION

If offered the position, would you be available to start on January 4, 2027	☐ YES	☐ NO
Are you legally authorized to work in the United States?	☐ YES	☐ NO
If hired, you will be required to complete the employment-eligibility verification process required by federal law. Do not attach identity or work-authorization documents to this application.	☐ YES	☐ NO
Do you possess a valid driver's license?	☐ YES	☐ NO
A valid driver's license is required for this position to operate Port vehicles and travel between Port properties.	☐ YES	☐ NO

EDUCATION

Education	Name of School	Diplomas/degrees/etc.
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. **Beginning with your present or most recent employment** and working back, list the last four positions you held. Include a clear description of your job duties, the time spent doing that work, the equipment you used, and anything else that 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.

Most Recent Position:	
Employer/Organization:	
Location (City & State)	
Job Title:	
Dates of Employment: (Month & Year)	From _____ To _____ ☐ Current
Supervisor Contact, if available:	
Contact telephone or email, if available:	

Duties, Equipment Used, and Relevant Experience:			
Reason for leaving:			
May the Port contact this employer?		☐ YES	☐ NO
Position 2:			
Employer/Organization:			
Location (City & State)			
Job Title:			
Dates of Employment: (Month & Year)		From _____ To _____ ☐ Current	
Supervisor Contact, if available:			
Contact telephone or email, if available:			
Duties, Equipment Used, and Relevant Experience:			
Reason for leaving:			
May the Port contact this employer?		☐ YES	☐ NO
Position 3:			
Employer/Organization:			
Location (City & State)			
Job Title:			
Dates of Employment: (Month & Year)		From _____ To _____ ☐ Current	
Supervisor Contact, if available:			
Contact telephone or email, if available:			
Duties, Equipment Used, and Relevant Experience:			
Reason for leaving:			
May the Port contact this employer?		☐ YES	☐ NO

Position 4:			
Employer/Organization:			
Location (City & State)			
Job Title:			
Dates of Employment: (Month & Year)	From _____ To _____ ☐ Current		
Supervisor Contact, if available:			
Contact telephone or email, if available:			
Duties, Equipment Used, and Relevant Experience:			
Reason for leaving:			
May the Port contact this employer?	☐	YES	☐ NO

PROFESSIONAL REFERENCES			
List up to three people, other than relatives, who can discuss your work and relevant skills.			
Name	Professional Relationship	Telephone or Email	Years Known

AGREEMENT, CERTIFICATION, AND AUTHORIZATION

(Please read carefully)

I certify that the information provided and statements made in this application and accompanying materials are true and complete to the best of my knowledge. I understand that a materially false statement or omission may result in withdrawal of a conditional offer of employment or, if discovered after hire, may result in appropriate employment action, up to and including termination of employment, subject to applicable law and Port policy.

I authorize the Port of Kennewick to verify the education, qualifications, and employment information I have provided. I understand that any conditional offer of employment may be contingent upon successful verification of my educational credentials, qualifications, and employment history.

I authorize the Port of Kennewick to contact the employers and references listed above. I release those employers and their representatives, and references, from liability for providing such information in good faith in response to a lawful request.

The Port of Kennewick will honor a “no” response to a question asking whether it may contact an identified employer at this stage. I understand that the Port may ask me for additional information or authorization later in the hiring process.

This application is not an authorization to obtain a consumer report, a credit report, or a criminal-history report. I understand that, consistent with Washington law, any inquiry into or consideration of criminal history will occur only after a conditional offer of employment has been made. If applicable, I may be required to authorize a background check in compliance with the Fair Credit Reporting Act (FCRA). The Port will not automatically disqualify an applicant solely because of an adult criminal conviction. Any inquiry, review, or employment decision concerning criminal history will be conducted in accordance with applicable law and will be based on a legitimate business reason. If a criminal history will be obtained as part of a report from a consumer reporting agency, the Port will provide any separately required disclosure and obtain any required authorization before requesting it.

The position for which I have applied is a safety-sensitive role which requires the use of vehicles, power trimming/mowing/cutting equipment, ladders, and aerial platforms. As such, impairment while working presents a substantial risk of death. If a conditional offer of employment is made, I understand that I may be required to undergo a pre-employment drug screening, to the extent permitted by applicable law. I understand that any such testing will be conducted in accordance with applicable federal, state, and local laws. Refusal to submit to testing, or attempts to tamper with or falsify a test sample, may result in withdrawal of a conditional offer of employment.

I acknowledge that I have been given the opportunity to review the job description. I understand that in the event I am hired, the Port may request that I sign the job description and verify my ability to perform the position’s essential functions, with or without reasonable accommodation.

I understand that if I am hired, I will be required to complete Form I-9 and present acceptable documentation of identity and authorization to work within the time required by federal law.

The position applied for requires driving as an essential function. I understand that if I am hired, I will be required to provide proof of a valid driver's license and, as permitted by law, authorize a review of my driving record.

I understand that, if I am hired, my employment will be at-will, meaning that the employer or I may terminate the employment relationship at any time, with or without cause and with or without notice, subject to applicable law. I further understand that this application does not constitute a contract of employment.

Signature of Applicant:

Date of Application:

NOTE: All applications must be complete, signed, and dated to be considered.