



## APPLICATION FOR EMPLOYMENT – OFFICE ASSISTANT

Last Name		First Name		Home Phone	
Address (# and street)				Message Phone	
City		State	Zip Code		Business Phone
Are you 18 years of age or older? (Not required for all positions.)					<input type="checkbox"/> Yes <input type="checkbox"/> No
If hired, can you provide documents required to establish your eligibility to work in the U.S.?					<input type="checkbox"/> Yes <input type="checkbox"/> No
What are your minimum salary requirements?		How soon after accepting an offer of employment would you be available to start work?			
Are there shifts, hours or days you cannot or will not work? <input type="checkbox"/> Yes <input type="checkbox"/> No			If yes, list:		
Do you have relatives employed by the Port of Anacortes? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list names and relationships:				Have you previously worked for the Port of Anacortes? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Because this position may involve receiving and/or dispensing funds, please indicate if you have been convicted of a crime related to theft or mismanagement or misappropriation of funds or property in the last 7 years.					<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, explain. (A criminal record does NOT automatically disqualify you for employment.)					
<b>EXP.</b>	<b>TR.</b>	<b>CHECK AREAS IN WHICH YOU HAVE CURRENT EXPERIENCE (EXP.) or TRAINING (TR.) and provide details in the space provided. (Current is during the last five years.)</b>			
		Computers <input type="checkbox"/> IBM compatible <input type="checkbox"/> Apple/MAC	<b>Software used:</b> <input type="checkbox"/> MS Word <input type="checkbox"/> MS Excel <input type="checkbox"/> MS Outlook <input type="checkbox"/> MS Access <input type="checkbox"/> MS Project <input type="checkbox"/> MS Publisher   Other/details:		
		Customer Service	Details:		
		Meeting Deadlines	Details:		
		Cash Handling & Receipting	Details:		
		Switchboard Phones	Details:		
		Multi-Tasking	Details:		
		Writing Skills	Details:		
		Microsoft Publisher	Details:		



**WE ARE AN EQUAL OPPORTUNITY EMPLOYER  
WORK AND VOLUNTEER HISTORY (continued)**

Company	Telephone	Address
Start Date	End Date	Supervisor
Starting Pay Rate	Ending Pay Rate	Supv. Title
Job Title	Hours Per Week	Supervisor Telephone #
Description Of Duties:		
Reason For Leaving:		

Company	Telephone	Address
Start Date	End Date	Supervisor
Starting Pay Rate	Ending Pay Rate	Supv. Title
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Job Title	Hours Per Week	Supervisor Telephone #
Description Of Duties:		
Reason For Leaving:		

## SPECIAL SKILLS AND QUALIFICATIONS

Summarize special job-related skills, qualifications or experience which you feel would be an asset to the Port of Anacortes:

## PROFESSIONAL REFERENCES

Give the name, email address, occupation and telephone number of two references who are not related to you:

Name	E-mail Address	
Occupation	Telephone	Years Known?
Name		E-mail Address
Occupation	Telephone	Years Known?

What are your reasons for being interested in this position?

## APPLICANT'S STATEMENT

I certify that the answers given herein are true and complete to the best of my knowledge. I hereby authorize an investigation of all statements contained in this application as well as other inquiries relevant to a thorough investigation of my current and past employment and education, and I release from all liability all persons, companies and corporations supplying such information. I indemnify against any liability that might result from making such investigation. I understand that any false or misleading answer or statement or other required documents or omission of facts called for either in my application or during (an) interview(s) may result in denial of employment or discharge in the event of employment.

I understand that nothing contained in this application or in the granting of an interview is intended to create an employment contract between the Port of Anacortes and myself for any term of employment or for the providing of any benefit. I understand and agree that my employment with the Port of Anacortes would be for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice. No agent or representative of the Port of Anacortes other than the Executive Director and then only in writing, has any authority to enter into any agreement for employment for any specific period of time, or to enter into any employment agreement that in any way modifies the at-will status of employment.

I understand also that I am required to abide by all rules and regulations of the employer. I understand that the Port of Anacortes is a Drug Free Workplace and that if I am a finalist for the position in order to be eligible for employment I would be given and have to pass a pre-employment drug test in accordance with the Port of Anacortes Drug Free Workplace Policy.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

It is the policy of the Port of Anacortes to provide equal employment opportunity for all applicants and employees. The Port does not unlawfully discriminate on the basis of race, color, sex, marital status, age, creed, religion, ancestry, national origin, disability, veteran status, or any other classification protected by applicable law. The Port of Anacortes makes reasonable accommodations for qualified disabled applicants and employees.

This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, and benefits. Any incident of discriminatory conduct should be reported immediately to a supervisor. A violation of this policy may result in discipline, up to and including discharge.