

EMPLOYMENT HISTORY

Complete this section in full.

Resumes may be attached, but are not a substitute for completing the information required below.

Provide 10 years of paid or unpaid work history beginning with your present or most recent job.

Describe each job separately and answer all questions.

Use additional sheets if necessary

Employer	Dates of Employment From: _____ To: _____
Address	Reason for leaving?
Your Title	
Supervisor's name and title	May we contact this employer?
Job Duties:	

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Job Duties:	

Please explain any gaps in employment over one month
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SKILLS & CERTIFICATIONS

Computer software, hardware, IT skills

Trade skills

Please list any other skills relating to the position for which you are applying

Certifications

REFERENCES

Please list three professional references

Name	Position / Organization	Telephone
Address		Email
Name	Position / Organization	Telephone
Address		Email
Name	Position / Organization	Telephone
Address		Email

ESSAY

Unless otherwise specified on the job posting, please tell us why you are interested in this position with the Port of St. Helens. You can also include your answer in a cover letter if you are including a cover letter.

SUPPLEMENTAL INFORMATION

Have you ever been employed by the Port of St. Helens?

Yes

No

If yes, please list position and dates of employment:

To avoid a possible conflict of interest, list all relatives and contractual business relationships employed by the Port:

Do you qualify for Veterans Preference?

Yes

No

If yes, please attach supporting documents, such as your DD214, DD215, and/or Veterans Administration Letter stating your qualifications for Veterans Preference.

Are you able to perform the essential functions of this job with or without an accommodation?

Yes

No

RELEASE AND SIGNATURE

I certify that all of the information given in this application and in any attachments, supporting documents or interviews is true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or commission, as well as any misleading statement or omissions, may result in denial of employment, withdrawal of any offer of employment, or immediate termination regardless of when and how discovered.

REFERENCE RELEASE

I authorize the investigation of all matters which the Port of St. Helens deems relevant to my qualifications for employment, including all information given in this application and in any attachments, supporting documents or interviews. I authorize you to request information which may include, but is not limited to, previous positions held, salary, work performance, performance reviews, attendance, disciplinary actions and reasons for separation. I release from all liability any persons (such as current or former supervisors, coworkers, etc.), employers or other entities (schools, etc.) for supplying this requested information in good faith. I understand the Port of St. Helens will keep this information confidential to the extent possible.

AT WILL

I understand that if I am employed by the Port of St. Helens, I may resign or be terminated, without reason or notice, at any time, unless stated in a written employment contract or prohibited by law. The Port of St. Helens may change, withdraw and interpret other policies (including wages, hours, and working conditions) at any time as it deems appropriate.

I understand and agree that if I am hired the statements in these paragraphs will become a part of my employment relationship. I have read each of these statements. I have also reviewed all of the information provided in this application and in any attachments and supporting documents.

Yes

No

Print Name _____

Position Applied for _____

Signature _____ Date _____

Candidates who are selected for in person interviews and who submitted their applications electronically will be asked to sign a copy of their application at the interview.