Port Townsend Shipwrights Co-op
APPLICATION FOR EMPLOYMENT

Date: _____ Position Applied for: _____

This application must be completed entirely in order to be considered for employment. Please remember to print clearly, and to read, initial (where indicated) and sign the last page.

Full Name: _____ _____ _____
First Initial Last

_____ _____ _____ _____
Mailing Address City State Zip Code

(_____)_____ (_____)_____ _____
Preferred Phone Alternate Phone Email Address

Are you legally eligible to work in the United States? ☐ Yes ☐ No
(Proof of U.S. Citizenship or Immigration Status will be required upon employment)

Are you 18 years of age or older? ☐ Yes ☐ No
(If no, you may be required to provide authorization to work.)

Why are you interested in this position and in working at PTSC?

_____

_____

_____

If the position applied for requires driving, are you able to provide proof of a valid driver's license, auto liability insurance, an insurable driving record and access to a reliable vehicle? ☐ Yes ☐ No
If not, please explain: _____

Are you able to meet the scheduling requirements of the position? ☐ Yes ☐ No
If no, what requirements are you unable to meet: _____

Are you able/willing to work overtime, if required? ☐ Yes ☐ No

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? ☐ Yes ☐ No

Note: PTSC is an Equal Opportunity Employer. Please notify us if you need any accommodation or assistance with any part of our application process.

REFERRAL SOURCE

How did you hear about us? _____ Walk-in _____ Advertisement _____Referral _____ Website ____
Other: _____

Do you know anyone who works for PTSC? ___Yes ___No

If yes, who? _____

REFERENCES

Name: _____ Phone: _____ Relationship: _____

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EMPLOYMENT HISTORY

This section must be completed entirely. Resumes will not be accepted in lieu of an application but may be submitted in addition to this application. List all work experience for the past 10 years, beginning with your current or most recent position.

Employer_____ **From** _____ _____ _____
Month xx Day xx Year xxxx

_____ **To:** _____ _____ _____
Address Month xx Day xx Year xxxx

_____ ☐ Full-Time

☐ Part-Time: hours per week: _____

☐ Seasonal

_____ _____ ☐ Temporary

Supervisor's Name Phone

Duties/Responsibilities: _____

_____

Reason for leaving or considering a change _____

_____

May we contact this employer☐ Yes ☐ No

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Employer_____ **From** _____ _____ _____
Month xx Day xx Year xxxx

_____ **To:** _____ _____ _____
Month xx Day xx Year xxxx

Address

_____ ☐ Full-Time

☐ Part-Time: hours per week: _____

_____ _____ ☐ Seasonal

Supervisor's Name Phone ☐ Temporary

Duties/Responsibilities: _____

_____

Reason for leaving or considering a change _____

_____

May we contact this employer☐ Yes ☐ No

Employer_____ **From** _____ _____ _____
Month xx Day xx Year xxxx

_____ **To:** _____ _____ _____
Month xx Day xx Year xxxx

Address

_____ ☐ Full-Time

☐ Part-Time: hours per week: _____

☐ Seasonal

_____ _____ ☐ Temporary

Supervisor's Name Phone

Duties/Responsibilities: _____

_____

Reason for leaving or considering a change _____

_____

May we contact this employer☐ Yes ☐ No

Note: PTSC is an Equal Opportunity Employer. Please notify us if you need any accommodation or assistance with any part of our application process.

Employer _____ **From** _____ _____ _____
Month xx Day xx Year xxxx

_____ **To:** _____ _____ _____
Month xx Day xx Year xxxx

Address

_____ ☐ Full-Time

☐ Part-Time: hours per week: _____

☐ Seasonal

_____ _____ ☐ Temporary

Supervisor's Name Phone

Duties/Responsibilities: _____

_____

Reason for leaving or considering a change _____

_____

May we contact this employer☐ Yes ☐ No

Use the back side of the application for more employment information if needed.

EDUCATION

Completed High School or Equivalent ☐ Yes ☐ No

College Level Completed: ☐ Certificate Program ☐ Associates Degree ☐ BA/BS ☐ Masters ☐ Doctorate

	Name/Location of School	Diploma/Degree/Certificate	Major
High School	_____	_____	_____
College	_____	_____	_____
Graduate	_____	_____	_____
Vocational	_____	_____	_____

ADDITIONAL INFORMATION

Professional Membership / Affiliations / Trade Licenses related to this position

_____

Other skills or abilities that related to this position:

_____

Computer skills: Microsoft Office ☐ Excel ☐ Word ☐ Access ☐ Publisher ☐ PowerPoint

Other software programs _____

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Please read the following carefully before signing this application -- initial where indicated

_____ PTSC affords equal opportunity to all qualified persons and does so without regard to race, color, creed, national origin, religion, age, gender, sex, sexual orientation, gender identity, genetic information, marital status, disability, honorably discharged veteran or military status, the presence of any sensory, physical or mental disability, the use of a trained guide dog or service animal by a person with a disability (unless based upon a bona fide occupational qualification), HIV or AIDS status, political affiliations or any other legally protected status in accordance with applicable local, state, and federal law. This practice is applicable to all aspects of the employment experience, including recruitment, hiring, compensation, layoff, discharge, training, and all other terms, conditions, or privileges of employment.

_____ Interviews are given on a competitive basis, using job-related factors, after a completed application has been received. Not everyone who applies for a position will be interviewed.

_____ I certify that I have truthfully answered and have not knowingly withheld any information relative to my application. I understand that any falsification, misrepresentation or omission of information of this application will result in my being eliminated from further consideration. I further understand that, if accepted for employment, any misrepresentation or material omission that becomes known to PTSC may result in immediate termination of my position.

_____ I authorize previous employers and supervisors any and all information regarding my previous employment with the exceptions noted on this application. I understand that consideration for employment in this position is contingent upon the results of reference and/or background checks where appropriate.

_____ In consideration of my employment, I agree to conform to the policies and procedures of PTSC. I understand that the benefits, rules and policies of PTSC may be changed, modified, eliminated or added to at any time at PTSC's sole discretion and without prior notice. My employment can be terminated at any time, with or without cause and with or without notice, at the option of either the company or myself.

_____As standard protocol, PTSC will request background information about finalists from a background check provider in connection with your employment or application for employment. With your permission, this information will be obtained in the form of a background report. PTSC obtains a criminal and/or credit background report where such information is substantially related to the duties and responsibilities we are hiring for.

_____ _____

Signature of Applicant Date

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