



# 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? \_\_\_\_\_

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 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

### REFERRAL SOURCE

How did you hear about us? \_\_\_\_\_ Walk In \_\_\_\_\_ Advertisement \_\_\_\_\_ Referral Other: \_\_\_\_\_  
Do you know anyone who works for PTSC?  Yes  No If yes, who? \_\_\_\_\_

### REFERENCES

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

## 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
_____ Address	To: _____ Month xx Day xx Year xxxx
_____ Supervisor's Name	Phone _____
Duties/Responsibilities: _____ _____	
Reason for leaving or considering a change _____ _____	
May we contact this employer <input type="checkbox"/> Yes <input type="checkbox"/> No	

_____ Employer	From _____ Month xx Day xx Year xxxx
_____ Address	To: _____ Month xx Day xx Year xxxx
_____ Supervisor's Name	Phone _____
Duties/Responsibilities: _____ _____	
Reason for leaving or considering a change _____ _____	
May we contact this employer <input type="checkbox"/> Yes <input type="checkbox"/> 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.**

<p>_____ Employer</p> <p>_____ Address</p> <p>_____ Supervisor's Name</p> <p>_____ Phone</p> <p>Duties/Responsibilities: _____</p> <p>Reason for leaving or considering a change _____</p> <p>May we contact this employer <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><b>From</b> _____ Month xx Day xx Year xxxx</p> <p><b>To:</b> _____ Month xx Day xx Year xxxx</p> <p><input type="checkbox"/> Full-Time</p> <p><input type="checkbox"/> Part-Time: hours per week: _____</p> <p><input type="checkbox"/> Seasonal</p> <p><input type="checkbox"/> Temporary</p>
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<p>_____ Employer</p> <p>_____ Address</p> <p>_____ Supervisor's Name</p> <p>_____ Phone</p> <p>Duties/Responsibilities: _____</p> <p>Reason for leaving or considering a change _____</p> <p>May we contact this employer <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><b>From</b> _____ Month xx Day xx Year xxxx</p> <p><b>To:</b> _____ Month xx Day xx Year xxxx</p> <p><input type="checkbox"/> Full-Time</p> <p><input type="checkbox"/> Part-Time: hours per week: _____</p> <p><input type="checkbox"/> Seasonal</p> <p><input type="checkbox"/> Temporary</p>
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**Use the back side of application for more employment information if needed.**

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**EDUCATION**

Completed High School or Equivalent  Yes  No

College Level Completed:  Certificate Program  Associates Degree  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 \_\_\_\_\_

**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 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.

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

\_\_\_\_\_  
Date

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