



APPLICATION FOR EMPLOYMENT

INSTRUCTIONS

Answer all questions completely and accurately. With this application, please include a cover letter describing your job-related skills and how your skills are relevant to the job that you are applying for. Please also include a resume setting forth your prior work experience.

The Port of Kingston is an equal opportunity employer and encourages applications from all persons regardless of race, creed, color, sex, national origin, religion, marital status, age, physical, mental, or sensory disability, or other protected class. If you require an alternative application format to accommodate a physical, mental, or sensory disability, please contact the individual identified as the Port contact on the job posting.

PERSONAL INFORMATION

- 1. Name: _____
 First Middle Last

- 2. Home Address: _____
 (Street) (City) (State, Zip)

- 3. Mailing Address: _____
 (Street) (City) (State, Zip)

- 4. Primary Phone: () _____ - _____

- 5. Email Address: _____

- 6. Social Security Number: _____

- 7. Are You Eligible to Work in the US: Yes [] No []

- 8. Are You 18 Years of Age or Older: Yes [] No []

EMPLOYMENT DESIRED

10. Position: _____ Date You Can Start: _____ Salary Desired: _____

11. Are you currently employed? Yes [] No []

If so, may we contact your current employer? Yes [] No []

12. Have you applied to the Port of Kingston before? Yes [] No []

If yes, what position(s) did you apply for? _____

When did you apply? _____

EDUCATION

	Name and Location of School	Year(s) Completed	Did You Graduate?
High School	_____ _____	_____	Yes [] No []

	Name and Location of School	Year(s) Completed	Did You Graduate?	Degree(s) or Certificate Received
College(s)	_____ _____	_____	Yes [] No []	_____
	_____ _____	_____	Yes [] No []	_____

Trade	_____ _____	_____	Yes [] No []	_____
	_____ _____	_____	Yes [] No []	_____

PREVIOUS EMPLOYERS

Please provide the employer(s) for which you have worked during the past four (4) years.

Employer Name: _____

Address: _____ Phone Number: () _____ - _____

Job Title: _____ Supervisor: _____

Length of Employment (give dates): From _____ To _____

Specific Duties: _____

Reason for Leaving: _____

Employer Name: _____

Address: _____ Phone Number: () _____ - _____

Job Title: _____ Supervisor: _____

Length of Employment (give dates): From _____ To _____

Specific Duties: _____

Reason for Leaving: _____

Employer Name: _____

Address: _____ Phone Number: () _____ - _____

Job Title: _____ Supervisor: _____

Length of Employment (give dates): From _____ To _____

Specific Duties: _____

Reason for Leaving: _____

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Employer Name: _____

Address: _____ Phone Number: () _____ - _____

Job Title: _____ Supervisor: _____

Length of Employment (give dates): From _____ To _____

Specific Duties: _____

Reason for Leaving: _____

REFERENCES

List below three (3) persons not related to you that can speak to your job-related skills or experience and with whom you have known at least one (1) year.

Name: _____ Years Acquainted: _____

Address: _____ Contact Number _____

Position: _____

Name: _____ Years Acquainted: _____

Address: _____ Contact Number _____

Position: _____

Name: _____ Years Acquainted: _____

Address: _____ Contact Number _____

Position: _____

AUTHORIZATION

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any false statement omission or misrepresentation on this application is sufficient cause for refusal to hire or dismissal post-hire.

I understand that any employment is conditioned on a background check. I authorize the Port to thoroughly investigate all statements contained in my application, and I authorize my former employers and references to disclose information regarding my former employment, job related skills, character and general reputation to the Port, without giving me prior notice of such disclosure. In addition, I release the Port and any former employers, and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, absent an applicable collective bargaining agreement or written employment agreement with the Port, my employment will be “at will” and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the Port. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Port unless made in writing.

If I am offered employment, I agree to submit to a medical examination and drug test before starting work if requested by the Port as a condition of starting employment and as may be required as a condition of hiring into a safety-sensitive position.

DO YOU CONSENT TO A BACKGROUND CHECK? YES NO

Date: _____

Signature: _____