



APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

If you need assistance in completing the employment application, please inquire at the Ventura Port District Office. Furthermore, the District conducts pre-employment qualification testing and personal interviews in the application process. If you believe you will require a reasonable accommodation (e.g. interpreter, TDD, scheduling adjustments) in the application process, please inform the Ventura Port District Office in writing when you submit your application.

The Ventura Port District prohibits discrimination against applicants on the basis of race, color, national origin, ancestry, religion, sex (including pregnancy), gender, gender identity, gender expression, national origin, age (40 or older), sexual orientation, disability, medical condition, military or veteran status, genetic information or any other legally protected characteristic. Please direct any complaints about the application process to the Clerk of the Board.

APPLICANT DATA	
Full Name:	
Address:	
Phone:	Cell:
E-mail:	
Position Applying For:	
Date Available to Start:	
Salary Requirements:	
How were you referred to us?	
If you are under 18 years of age, can you provide a work permit? If no, please explain:	
Have you ever worked for the Ventura Port District? If yes, when?	
Are you legally allowed to work in the U.S.? Yes No	
Are you or your spouse related to any other employee of the Ventura Port District? If yes, who?	
Type of employment desired: Full-Time Part-Time Temporary Seasonal	
Have you ever pleaded guilty, no contest or been convicted of a crime? If yes, please explain:	

EDUCATION & TRAINING

Schools Attended & Location	Major Field	Hours Completed/Degree Received

SPECIAL SKILLS OR QUALIFICATIONS

Please indicate (X) your experience/skills/abilities in the following areas:

Typing Speed:	Skills:	Clerical Experience:
below 40 wpm	Word	Receptionist
40-49 wpm	Excel	Data Entry
50-59 wpm	PowerPoint	Bookkeeping
60-69 wpm	Publisher	Web Design/Website Management
above 70 wpm	Project	Filing
	Word	Purchasing
	Social Media:	Secretarial
	Internet:	Records Management
	Other Word Processing:	Cashier (electronic)
	Other Software:	Accounting
	Other:	Other:

EMPLOYMENT EXPERIENCE

(Begin with the most recent position)

Dates of Employment:	Job Title:
Employer:	
Address:	
Phone:	
Supervisor:	
Responsibilities:	
Reason for Leaving?	
May we contact this employer for reference?	

Dates of Employment:	Job Title:
Employer:	
Address:	
Phone:	
Supervisor:	
Responsibilities:	
Reason for Leaving?	
May we contact this employer for reference?	

Dates of Employment:	Job Title:
Employer:	
Address:	
Phone:	
Supervisor:	
Responsibilities:	
Reason for Leaving?	
May we contact this employer for reference?	

Dates of Employment:	Job Title:
Employer:	
Address:	
Phone:	
Supervisor:	
Responsibilities:	
Reason for Leaving?	
May we contact this employer for reference?	

I certify that the statements and information contained herein are true, complete and correct to the best of my knowledge. I authorize any former employer to release to this employer or its authorized representative any and all employment records and other information it may have about my employment. Also, I authorize the Ventura Port District to make such investigations and inquiries of my personal, educational, financial and other related matters as may be necessary for an employment decision. I understand that the information will be used for the purpose of evaluating my application for employment and that I am responsible for providing legal document verifying my identify and eligibility for employment. I hereby release employers, schools or individuals from all liability when responding to inquires in connection with my application.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of wages and salary, be terminated at any time, and that intentional misrepresentation on my application or during the interview process will subject me to immediate discharge.

I also understand that only written representations and promises of the Ventura Port District will be enforceable.

Signature of Applicant: _____ Date: _____

DO NOT WRITE BELOW THIS LINE

Interview Date:	Interviewed By:
Notes:	
Ranking:	