



P.O. Box 889, Friday Harbor, WA 98250 * 360-378-2688 * fax 360-378-6114 * <http://www.portfridayharbor.org>
Commissioners: Brian Calvert * Greg Hertel * Mike Ahrenius

Dear Applicant,

We are happy that you are interested in working with us at the Port of Friday Harbor. There are a few important things you need to know before we continue with the interview process.

The Port of Friday Harbor is a publicly owned facility, belonging to San Juan Island property owners. Island voters established the Port in 1950.

The Port of Friday Harbor is one of the most visited Ports on the West Coast. The San Juan Islands are unique and have many special qualities that thousands of people from around the world come to experience.

We are committed to providing our community, customers and guests with professional, friendly and informed service. You are the welcoming committee to all those you meet and are the first contact in establishing a positive and pleasant visit for them. We hire people who have a warm and outgoing personality, have pride in their personal appearance and have successful employment histories.

As we work toward your employment at the Port of Friday Harbor, please take a moment to read our requirements concerning training, scheduling and appearance.

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- Grooming:**
- ▶ Employees must wear their hair in a conventional cut and color
 - ▶ Long hair will be pulled back or up for safety reasons
 - ▶ Beards or mustaches will be allowed only if well trimmed
 - ▶ No facial jewelry other than conventional earrings will be permitted
 - ▶ No visible tattoos are allowed
- Dress:**
- ▶ To present a recognizable image to our guests, uniforms must be worn
 - ▶ Shirts, sweatshirts and hats will be provided; shirts must be tucked in
 - ▶ Shorts may be white, blue or khaki and must be at least mid-thigh length
 - ▶ Pants may be blue jeans or khakis in good condition and of the correct size
 - ▶ Shoes will not have open toes or have more than a one-inch heel
 - ▶ Nametags will be provided and must be visible at all times
 - ▶ No mirror sunglasses will be worn
- Training:**
- ▶ Staff must be available for training prior to the start of the season—May 15
 - ▶ Staff must be available to work some weekends
 - ▶ Staff may be required to work past 5:00pm during training
- Schedules:**
- ▶ Employees must be available from July 1—August 31
 - ▶ Once the schedule is set for July and August there will be no changes
 - ▶ Staff may be required to work as early as 7:00am and as late as 9:00pm
 - ▶ Two shift changes will be allowed per month with permission of your supervisor
 - ▶ Another staff member must be able to cover your shift in order to take an extra day off



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Application for Employment Summer Staff

The Port of Friday Harbor complies with the Civil Rights Act of 1964 which prohibits discrimination in employment because of race, color, religion, sex or national origin. Qualified applicants are considered for all positions without regard to age, marital status, or the presence of a non job related medical condition or disability. The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 70 years of age.

Personal Information:

Last Name _____ First Name _____ M.I. _____

Social Security Number _____ Application Date _____

Present Address _____
Street or Box # _____ City _____ State/Zip _____

Permanent Address _____
Street or Box # _____ City _____ State/Zip _____

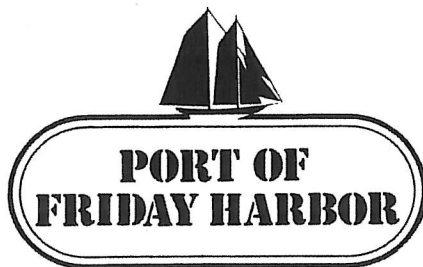
Phone Numbers: _____ / _____ / _____
Daytime Evening Other

Date Available for work _____ Best time to contact you _____

How did you hear about this position? _____

Please list any disabilities that could affect your ability to do this job: _____

Please list any activities/commitments that may bar you from working when requested?



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Education Information:

High School _____ Graduated? _____ Date _____

College _____ Graduated? _____ Date _____

Skills:

Computer Skills(please list types, programs etc.) _____

Office Equipment you can operate(cash register, fax, copier, adding machine, etc.) _____

Boat related skills(VHF radio, Walkie-Talkies, handling lines, etc.) _____

Employment History:

1. Most recent employer _____ Location _____

Position/Responsibilities: _____

Dates From _____ To _____ Reason for Leaving _____

Supervisor _____ Phone Numbers _____

2. Employer _____ Location _____

Position/Responsibilities: _____

Dates From _____ To _____ Reason for Leaving _____

Supervisor _____ Phone Numbers _____



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References:

1. Name _____ Address _____

Phone # _____ Yrs.Known _____ Association _____

2. Name _____ Address _____

Phone # _____ Yrs.Known _____ Association _____

Activities:

Please list school, community or business activities, etc. _____

Additional Information:

Is there anything the Port should know about you or anything you want to tell us to support your application?

I authorize investigation of all statements contained in this application for employment. I understand the misrepresentation or omission of facts called for hereon will be sufficient cause of consideration for employment or dismissal from the company's service if I am employed. I understand that if I am employed a copy of my social security card and driver's license is required.

Thank you for your interest in the Port of Friday Harbor.
2/10/2002