



P.O. Box 889, Friday Harbor, WA 98250 \* 360-378-2688 \* fax 360-378-6114 \* <http://www.portfridayharbor.org>  
Commissioners: Graham Black \* Barbara Marrett \* Rich Goodhart

Dear Dock Staff 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 application process.

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. If this sounds like you, then we would be thrilled to have you on our team!

Please take a moment to read our requirements concerning training, scheduling, and appearance.

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- Dress:**
- 4 To present a recognizable image to our guests, uniforms must be worn.
  - 4 Port Staff shirts, sweatshirts, and hats will be provided.
  - 4 Shorts may be white, blue, or khaki and must be at least mid-thigh length.
  - 4 Pants may be blue jeans or khakis in good condition and of the correct size.
  - 4 Shoes will not have open toes or have more than one-inch heel.
- Training:**
- 4 Staff must be available for training prior to the start of the season—June 15.
  - 4 Staff must be available to train some weekends.
  - 4 Staff may be required to work past 5:00pm during training.
- Schedules:**
- 4 Employees must be available from July 1—August 31 without extended vacations.
  - 4 Staff may be required to work as early as 7:00am and as late as 7:00pm.
  - 4 Staff will have two consecutive days off per week.
  - 4 After-school training hours available May – June, and Memorial Day Weekend.



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## Application for Employment Summer Staff

The Port of Friday Harbor encourages diversity in the workplace and will never discriminate employment because of race, color, religion, sex, or gender preference. Qualified applicants are considered for all available positions, and we take pride in our open and accepting workforce.

### Personal Information:

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

Social Security Number \_\_\_\_\_ Application Date \_\_\_\_\_

Address \_\_\_\_\_

Street or Box #

City

State/Zip

Email \_\_\_\_\_

Phone Numbers: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Home Cell Other

Email Address: \_\_\_\_\_

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: \_\_\_\_\_



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Dates From \_\_\_\_\_ To \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone Numbers \_\_\_\_\_

**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?

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I authorize investigation of all statements contained in this application for employment. I understand the misrepresentation or omission of facts called for herein 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your interest in the Port of Friday Harbor.