

## **INSTRUCTIONS FOR COMPLETING THE CITY OF PORT ORCHARD APPLICATION PACKET**

- 1. READ AND FOLLOW ALL DIRECTIONS THAT APPLY!**
- 2. An original, completed and signed City of Port Orchard Employment Application is required for each position you are applying for.**
- 3. A supplemental questionnaire is included as the last page to the Application packet. THIS MUST BE COMPLETED IN ORDER FOR YOU TO BE CONSIDERED FOR THE POSITION! Your responses to the questions on the supplemental questionnaire and City of Port Orchard application will be used to determine if you are eligible to continue on in the selection process.**
- 4. Please **DO NOT USE ACRONYMS OR ABBREVIATIONS** on your application. Do not submit a resume in place of the required application material. Your application will be considered incomplete and will not be evaluated.**
- 5. Please do not staple your application.**
- 6. If you are invited to an interview, you may bring extra material such as certificates of training, examples of work performed, performance evaluations, etc.**
- 7. The completed packet must be delivered to the Human Resource's Office no later than **4:30 p.m. on January 25, 2019.****
- 8. Application packets may be returned to the Human Resource Office on the second floor of City Hall at 216 Prospect Street in Port Orchard OR they may be mailed to Human Resource's Office, 216 Prospect Street, Port Orchard, WA 98366 OR they may be faxed to 360-895-9029 **OR emailed** to [dhoward@cityofportorchard.us](mailto:dhoward@cityofportorchard.us)**
- 9. Please remember the **4:30 p.m. January 25, 2019 DEADLINE WHEN CHOOSING A DELIVERY OPTION.** Please keep your faxed originals – they will be requested if you are invited to interview. The City of Port Orchard will not consider applications that are received with postage due. **Applications must be received on or before the closing date. Post marks will not be accepted.****
- 10. Contact the Human Resources at 360-876-7014**
- 11. Should you have any questions or need additional information.**