

## **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. If you are invited to an interview, you may bring extra material such as certificates of training, examples of work performed, performance evaluations, etc.
6. 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, faxed to 360-895-9029 or emailed to [dhoward@cityofportorchard.us](mailto:dhoward@cityofportorchard.us).. 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. **OPEN UNTIL FILLED.**
7. Contact the Human Resources at 360-876-7014 should you have any questions or need additional information.