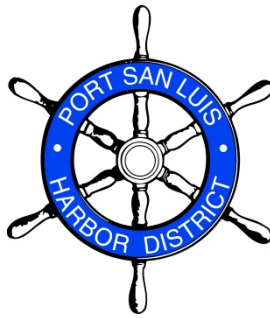


Port San Luis Harbor District



Executive Assistant / Clerk of the Board

Application

Please return completed application to:

Port San Luis Harbor District
3950 Avila Beach Drive
P.O. Box 249
Avila Beach, CA 93424

careers@portsanluis.com

Deadline:

Friday, December 15, 2023 @ 4:30 PM

APPLICATION FOR EMPLOYMENT

(Please Print in Ink or Type)

- Date: _____
- Position Applied for: Executive Assistant / Clerk of the Board Home Phone: _____
- Name: _____ Cell Phone: _____
Last First Middle
- Mailing Address: _____ Email: _____
Number & Street City State Zip
- In case of emergency, notify: _____
Name Address Phone Number
- Do you have a legal right to be permanently employed in the U.S.? Yes No At the time of appointment all new employees will be required to furnish documentation verifying their identity and authorization to work in the United States.
- Are you now or have you ever been employed by the Port San Luis Harbor District? Yes No
 If yes, give date(s): _____
- The Harbor District's policy generally prohibits employment at the Harbor District of a person closely related by blood or marriage to an employee. Do you have a first cousin or closer relative currently working for the Harbor District? Yes No
 If yes: Name of Relative: _____ Relationship: _____
- Do you possess a valid Driver's License? Yes No State: _____ License No.: _____
- EDUCATION/TRAINING**
 Have you graduated from High School or do you possess a GED? Yes No

Name and Location of College or University	Subject or Major	Units Completed		Title of Degree Awarded
		Semester	Quarter	

List any training, certificates, licenses, computer, or language skills which directly relate to position applied for:

- Please list the names of professional references (other than family members or friends) who can be contacted to provide information regarding your work skills.**

Name of Reference: _____	Relationship: _____
Address: _____	Phone No.: _____
Name of Reference: _____	Relationship: _____
Address: _____	Phone No.: _____

- Rate of pay expected: _____
- Are you able to perform the essential duties, with or without accommodations, of the position for which you are applying? Yes No
- How did you hear of this job opening? _____ (For Survey Purposes Only)

15. **EMPLOYMENT HISTORY.** List your employment for the past 10 years, BEGINNING WITH YOUR CURRENT OR MOST RECENT EMPLOYER AND WORK BACKWARDS. List each change of title or promotion separately. Account for periods of unemployment and indicate any other experience which you feel is relevant to the position for which you are applying (e.g., volunteer experience, military experience, etc.) RESUMES MAY BE SUBMITTED IN ADDITION TO, BUT NOT IN PLACE OF, COMPLETION OF ANY PORTION OF THE APPLICATION. IT IS CRITICAL THAT YOU PROVIDE COMPLETE INFORMATION. Attach an additional sheet if extra space is needed. Employment verification may be made regarding your past experience. Check the Job Announcement for details on the qualifications the Harbor District is seeking.

Current/Most Recent Employer: _____ Phone: _____ Address: _____ Job Title: _____ Date Started <small>Month / Day / Year</small> _____ Date Left <small>Month / Day / Year</small> _____ Supervisor's Name/Job Title: _____ Hours per Week: _____ Responsibilities: _____ Reason for Leaving: _____
Employer: _____ Phone: _____ Address: _____ Job Title: _____ Date Started <small>Month / Day / Year</small> _____ Date Left <small>Month / Day / Year</small> _____ Supervisor's Name/Job Title: _____ Hours per Week: _____ Responsibilities: _____ Reason for Leaving: _____
Employer: _____ Phone: _____ Address: _____ Job Title: _____ Date Started <small>Month / Day / Year</small> _____ Date Left <small>Month / Day / Year</small> _____ Supervisor's Name/Job Title: _____ Hours per Week: _____ Responsibilities: _____ Reason for Leaving: _____
Employer: _____ Phone: _____ Address: _____ Job Title: _____ Date Started <small>Month / Day / Year</small> _____ Date Left <small>Month / Day / Year</small> _____ Supervisor's Name/Job Title: _____ Hours per Week: _____ Responsibilities: _____ Reason for Leaving: _____

16. May we contact your current employer? Yes No Not currently employed Past Employers? Yes No
 If No, please explain: _____

Applicants may be required to undergo a pre-employment physical examination at the District's expense.

IN ACCORDANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986, CONTINUED EMPLOYMENT OF PERSONS HIRED BY THE PORT SAN LUIS HARBOR DISTRICT AFTER NOVEMBER 6, 1986, WILL BE CONTINGENT UPON PRESENTATION BY THE EMPLOYEE, PRIOR TO BEGINNING WORK, OF ACCEPTABLE DOCUMENTS VERIFYING IDENTITY AND AUTHORIZATION FOR EMPLOYMENT IN THE UNITED STATES.

I AUTHORIZE THE REFERENCES LISTED ABOVE TO GIVE THE DISTRICT ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT.

I certify that the information on this application is true to the best of my knowledge and belief, and understand that false statements, information, or willful misrepresentation shall be just cause for rejection of this application or subsequent discharge. THIS APPLICATION MUST BE SIGNED IN INK AND DATED:

Signed _____ Date _____ Rev. 11/23

3. Please list your places of employment where the Brown Act compliance was required. Provide employer name(s), dates of employment, and duties performed.

4. Please provide a detail of your experience with the following:

a. Microsoft Office Suite:

i. Word

ii. Excel

iii. Outlook

b. Website Management

i. Posting items to a website

ii. Managing content on a website

5. Please list your experience in Administrative Support/Executive Assistant job duties and tasks. Provide employer name(s) and dates of employment for the job duties and task experience listed.

6. Please list your experience in proofing/proof reading documents for spelling errors, grammar, content and sentence structure prior to distribution and/or publication.

7. Any additional information you would like to share that makes you a good candidate for the position of Executive Assistant / Clerk of the Board for Port San Luis Harbor District.