

## **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. 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.
4. If you are invited to an interview, you may bring extra material such as certificates of training, examples of work performed, performance evaluations, etc.
5. 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 the Human Resources Coordinator, 216 Prospect Street, Port Orchard, WA 98366 OR they may be faxed to 360-895-9029. 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.
6. Human Resource's office at 360-876-7014 should you have any questions or need additional information.