



Travel Portland is an equal employment opportunity employer

PDF Fillable Form

Please fill in your phone number

Please fill in your email address

APPLICANT CONTACT INFORMATION

First Name		Last Name	
Address			
City		State	
		Zip Code	

Have you ever been a Travel Portland employee?

When?		What Department?	
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Give names of any relatives employed by Travel Portland		Relationship	
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Do you have the legal right to be employed in the US?

If hired, you will be required to submit proof of identity and eligibility

Have you ever been convicted of a felony?

If yes, please explain (give charges, sentence). Please note that a conviction alone will not bar you from employment with Travel Portland.

EDUCATION

Do you have a high school diploma or GED ?		School	
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Last grade completed		How many years of college?	
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List all schools attended beyond high school	Credits	Type of Degree	Course of Study

List any school course of vocational training, other skills, or currently valid licenses (including license numbers) and/or certifications which bear on your suitability for this position:

Typing speed – WPM -		Do you operate a computer?	
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What computer programs can you operate?

EMPLOYMENT HISTORY

You must complete this section. List your last three employers for employment verification purposes

Current or Last Employer	Immediate Supervisor & Title	May we contact for reference?
Address		Phone
Job Title	From: To: If part-time, hrs/wk.	Current/last salary/hourly rate

List your top six job duties.

Reason for leaving

Current or Last Employer	Immediate Supervisor & Title	May we contact for reference?
Address		Phone
Job Title	From: To: If part-time, hrs/wk.	Current/last salary/hourly rate

List your top six job duties.

Reason for leaving

Current or Last Employer	Immediate Supervisor & Title	May we contact for reference?
Address		Phone
Job Title	From: To: If part-time, hrs/wk.	Current/last salary/hourly rate
List your top six job duties.		
Reason for leaving		

APPLICANT STATEMENT/RELEASE

I certify that the information I have provided in my application and resume is given freely and is, to the best of my knowledge, true and complete. I understand that any false or misleading answer or statement will result in my being eliminated from further consideration or will be sufficient grounds for immediate dismissal at any time. Travel Portland is given authority to contact present or previous employers and/or academic institutions; I request and authorize you to disclose to Travel Portland any documents or information that may be requested. I also authorize you to respond to any inquiry concerning my background in connection with an application for employment. I agree to hold you and your agents and employees harmless from all liability, which could relate in any way to the disclosure of information or an assessment or opinion of my suitability for employment, which may be provided. I hereby release Travel Portland as well as those contacted by Travel Portland from any liability or damage, which may result from furnishing the information requested. I understand that, if selected, I will be required to provide proof of my age, identity and my legal right to work in the United States prior to actual employment with Travel Portland.

Please type your name. If selected, you will be required to sign the document.

Typed Name

Date

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Supplemental Questions
Use an additional sheet if necessary.

Name

1. Please describe your experience in leading the development of the following properties and initiatives. For each, please show an example, describe your role in the project, describe the business objective, and outline results.
 - a. Websites
 - b. Mobile sites
 - c. Apps
 - d. E-newsletter campaigns
 - e. Social media campaigns

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Supplemental Questions
Use an additional sheet if necessary.

Name

2. Please describe your experience in assembling of multi-channel digital ecosystems that support a sales or marketing goal. Please describe the goal, the platforms you utilized/developed, your role in the project, and measurement/ROI/results.

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Supplemental Questions
Use an additional sheet if necessary.

Name

3. Please describe your project-management experience, as well as your experience in managing the work of software developers. What technical experience/background enables you to ask the right questions and/or participate, as needed, in the development process?

4. Please describe your management experience, and experience in leading a team. How many people (internal staff) have you typically supervised, and for what types of tasks?