VALLEY INTERNATIONAL AIRPORT
Application for Employment

General Instructions: Print or type answers that apply. Continued employment with the airport is dependent upon the truthfulness and completeness of the information provided by you in this application. Valley International Airport does not discriminate because of race, color, religion, national origin, age, sex, disability or veteran status.

BECAUSE OF THE LARGE VOLUME OF APPLICATIONS RECEIVED
NO ACKNOWLEDGEMENT IS MADE

Position applied for:	Salary Range:	Employment desired
FINANCE / ADMIN ASSISTANT (PART-TIME)	$15 / HOUR	PART-TIME

Have you ever filed an application with Valley International Airport?	When?
Have you ever been interviewed by Valley International Airport?	When?

Last Name	First Name	Middle Name
Address	City	State
Zip Code	Telephone with Area Code	Email

Do you have any relatives working at the Airport?
Are you willing to work rotating shifts including nights, weekends, and holidays?

Do you possess the legal right to work in the U.S.A.?	Social Security #
Do you have a valid driver's license?	

D.L. Number	Expires:	State:

Please answer each of the following questions. You will not be considered for employment if this application is incomplete. Furthermore, Federal Aviation Administration (FAA) regulations require us to inform you that you will be subject to an employment history verification, included but not limited to a criminal background check, should you seek employment with Valley International Airport.

What nicknames or aliases are you known by or use? If none, write "NONE"	

Have you ever been convicted, or declared not guilty by reason of insanity, of any of the following crimes within the past ten years? **YES / NO**

01. Forgery of certificates, false marking of aircraft and other aircraft registration violations	
02. Improper transportation of a hazardous material	

03. Aircraft Piracy	
04. Interference with flight crew members	
05. Commission of certain crimes aboard aircraft in flight	
06. Carrying a weapon or explosive aboard an aircraft	
07. Conveying false information and threats	
08. Aircraft piracy outside the special aircraft jurisdiction of the U.S.	
09. Lighting violations involving transporting controlled substances	
10. Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security regulations	
11. Destruction of an aircraft or aircraft facility	
12. Murder	
13. Assault with intent to murder	
14. Espionage	
15. Sedition	
16. Kidnapping or hostage taking	
17. Treason	
18. Rape or aggravated sexual abuse	
19. Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon	
20. Extorsion	
21. Armed robbery	
22. Distribution of, or intent to distribute, a controlled substance	
23. Felony arson	
24. Conspiracy to commit any of the aforementioned criminal acts	
25. Any other charges within the past ten years	

EDUCATION

HIGH SCHOOL NAME & ADDRESS	High School COURSE OF STUDY	High School DATES ATTENDED
High School DID YOU GRADUATE?	High School DEGREE/DIPLOMA	

COLLEGE NAME & ADDRESS	College COURSE OF STUDY	College DATES ATTENDED
College DID YOU GRADUATE?	College DEGREE/DIPLOMA	
BUSINESS TECHNICAL NAME & ADDRESS	Buisness Technical COURSE OF STUDY	Buisness Technical DATES ATTENDED
Buisness Technical DID YOU GRADUATE?	Buisness Technical DEGREE/DIPLOMA	
OTHER NAME & ADDRESS	Other COURSE OF STUDY	Other DATES ATTENDED
Other DID YOU GRADUATE?	Other DEGREE/DIPLOMA	

EMPLOYMENT HISTORY

List all previous work experience including military service record and period of employment during the past ten years. Begin with present position and work back to your first position. If there were periods of more than one month where you were self-employed or unemployed, list name and address of person(s) not related to the applicant who can verify your activities during this period(s).

LIST PRESENT FIRST CURRENT – 2016 (10 YR EMPLOYMENT HISTORY NECESSARY)

From Mo/Yr To Mo/Yr	**Employer Complete Address & Telephone Number Including Area Code**	**Salary Start Salary/ End**	**Job Title and Description of Work**	**Specific Reason for Leaving**
From Mo/Yr To Mo/Yr		Salary Start Salary End		

From Mo/Yr To Mo/Yr	Employer Complete Address & Telephone Number Including Area Code	Salary Start Salary/ End	Job Title and Description of Work	Specific Reason for Leaving
From Mo/Yr To Mo/Yr		Salary Start Salary End		
From Mo/Yr To Mo/Yr		Salary Start Salary End		
From Mo/Yr To Mo/Yr		Salary Start Salary End		
From Mo/Yr To Mo/Yr		Salary Start Salary End		
From Mo/Yr To Mo/Yr		Salary Start Salary End		
From Mo/Yr To Mo/Yr		Salary Start Salary End		
From Mo/Yr To Mo/Yr		Salary Start Salary End		
From Mo/Yr To Mo/Yr		Salary Start Salary End		
From Mo/Yr To Mo/Yr		Salary Start Salary End		

SPECIAL SKILLS

Typing (WPM)	Shorthand (WPM)	Calculator
Word Processing (type of Software)		
Do you speak/write any languages other than English?		
Other Skills:		
Describe any job related training received in the United States military.		
State any additional information you feel may be helpful in considering your application.		
What date would you be available to begin working?		

REFERENCES (RELATIVES AND PREVIOUS EMPLOYERS DO NOT QUALIFY)

Name	Telephone Number with Area Code
Address	
Name	Telephone Number with Area Code
Address	
Name	Telephone Number with Area Code
Address	

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize the investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the airport.

Name of Applicant	**Date**

Submit Application Via Email