



Truckee Tahoe Airport District  
10356 Truckee Airport Road  
Truckee, California 96161  
Ph. (530) 587-4119  
Fax (530) 587-2984

## APPLICATION FOR EMPLOYMENT

### NOTICE TO JOB APPLICANTS

The Truckee Tahoe Airport District (TTAD) considers applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related mental or physical disability, or any other legally protected status.

TTAD participates in pre-employment controlled substance testing, which requires a drug screen as a condition of employment. TTAD will pay for all pre-employment tests. Any and all conditional offers of pre-employment drug screens utilized shall be maintained in strict confidence and available only to those with a need to know. A positive test result will result in the withdrawal of the offer of employment.

### INSTRUCTIONS

- Please print or type and sign the application. The application is not valid unless signed.
- All questions on this application must be completed.
- Any Supplemental Questionnaire, if requested, shall be completed as appropriate for the position for which this application is submitted.
- You may attach a resume or any additional information you would like to provide about yourself, which would assist your employment possibilities.
- Deliver or mail application to TTAD at 10356 Truckee Airport Road, Truckee, CA; Fax to 530-587-2984 or email to [lauren.tapia@truckee-tahoeairport.com](mailto:lauren.tapia@truckee-tahoeairport.com)

Position(s) Applied For \_\_\_\_\_ Date of Application \_\_\_\_\_

TTAD only accepts applications for open positions.

How did you hear about this position?

Newspaper

Online Search

TTAD Website

Friend/Coworker

TTAD Employee

Other \_\_\_\_\_

Industry Classified (please specify) \_\_\_\_\_

Applicant Name \_\_\_\_\_

First Name, Middle Name, Last Name

Mailing Address \_\_\_\_\_  
*PO Box/Street Address, City, State, Zip*

Physical Address \_\_\_\_\_  
*Street Address, City, State, Zip*

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

*Proof of citizenship or immigration status will be required upon employment.*

Yes                  No

Do you have any relatives employed by TTAD?

Yes                  No

If yes, state name of relative: \_\_\_\_\_

Have you ever applied with TTAD before?

Yes                  No

If yes, provide date: \_\_\_\_\_

Have you previously been employed by TTAD?

Yes                  No

If yes, state dates of employment and position(s) held: \_\_\_\_\_

If currently employed, may we contact your present employer?

Yes                  No                  Not Applicable

Explanatory Information for Above:

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Driver's License Number, Class, and State of Issuance \_\_\_\_\_

Date available to start work \_\_\_\_\_ Minimum weekly hours acceptable \_\_\_\_\_

Available to work:      Full Time                  Part Time                  Temporary

List three personal or professional references other than relatives who have firsthand knowledge of your character and general ability.

Name	Address	Phone No.	Relationship	Organization & Title

EDUCATION	High School	Undergraduate College/University*	Graduate/Professional*
School Name and Location			
Highest Year Completed	9 10 11 12	1 2 3 4	1 2 3 4
Describe Course of Study			
Describe any specialized training, apprenticeship, skills and extracurricular activities.			
Describe any honors or degrees you have received			
State any additional information you feel may be helpful to us in considering your application.			

*\*Education beyond the requirements on the job description or not related to the job for which you are applying need not be listed.*

List professional, trade, business, or civic activities and offices held.

*You may exclude memberships that would reveal sex, race, religion, national origin, age, ancestry or handicap or other protected status.*

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Please indicate level of proficiency with following:

N = novice, C = competent, A = advanced, E = expert.

\_\_\_\_\_ Excel      \_\_\_\_\_ Word      \_\_\_\_\_ PowerPoint      \_\_\_\_\_ Publisher      \_\_\_\_\_ Outlook  
 \_\_\_\_\_ Adobe Acrobat      \_\_\_\_\_ Windows      \_\_\_\_\_ Internet      \_\_\_\_\_ Web Development Software  
 \_\_\_\_\_ Airport Operations      \_\_\_\_\_ Heavy Vehicle Maint.      \_\_\_\_\_ Heavy Equipment Ops.      \_\_\_\_\_ UNICOM Procedures  
 \_\_\_\_\_ Other (please specify) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please list all previous employment in the last ten years, starting with your current or most recent job. Include military service assignments. Attach additional sheets as necessary. Please explain any time lapses.

<b>CURRENT/MOST RECENT</b> Employer Name	
Address and Phone Number	
Type of Business	
Direct Supervisor's Name	
Title and Duties of Position	
Employed from Mo/Year to Mo/Year	
Reason for Leaving or Still Employed	

Employer Name	
Address and Phone Number	
Type of Business	
Direct Supervisor's Name	
Title and Duties of Position	
Employed from Mo/Year to Mo/Year	
Reason for Leaving or Still Employed	

Employer Name	
Address and Phone Number	
Type of Business	
Direct Supervisor's Name	
Title and Duties of Position	
Employed from Mo/Year to Mo/Year	
Reason for Leaving or Still Employed	

Summarize special job-related skills and qualifications acquired from employment or other experience.

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I hereby certify that all statements made in this application are true and complete to the best of my knowledge and belief. I hereby authorize the Truckee Tahoe Airport District to investigate any information I have given herein, with the understanding that omission or misrepresentation of facts may be grounds for rejection of the application or dismissal from employment. I further understand that I may be required to pass a drug test and medical examination, be subject to a background investigation and credit check, if applicable, at no cost to me as a condition of employment. I understand that I will be required to submit proof of my identity and legal right to work in the United States on my first day of employment.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_  
*The application is not valid unless signed.*