



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 a 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 offer 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 volunteer about yourself which would assist your employment possibility.
- Deliver or mail application to TTAD at 10356 Truckee Airport Road, Truckee, CA; Fax to 530-587-2984 or email to sally.lyon@truckeeandtahoeairport.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 filed an application 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:

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 relative 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	9	10	11	12	1	2	3	4	1	2	3	4
Highest Year Completed													
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 which would reveal sex, race, religion, national origin, age, ancestry or handicap or other protected status.

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.

CURRENT/MOST RECENT Employer Name	
Address and Phone Number	
Type of Business	
Direct Supervisor's Name	
Title and Duties of Position	
Starting and Ending Monthly Salary	
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	
Starting and Ending Monthly Salary	
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	
Starting and Ending Monthly Salary	
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.

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 prior to appointment to a position. 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 _____
Application is not valid unless signed.