



APPLICATION FOR EMPLOYMENT

Spokane International Airport
Business Park
Felts Field

9000 W. Airport Dr., Suite 204
Spokane, WA. 99224

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INSTRUCTIONS - PLEASE READ

This is a general employment application that is required for all jobs. You may also be asked to complete a more detailed survey of your qualifications as they relate to the specific job. Please type or print legibly in ink. Answer all items, even if you have a resume. Check over your final application for accuracy. Please sign and date the application where indicated. If you need another form or have questions, please feel free to ask.

WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. We consider all qualified applicants for employment regardless of race, religion, color, age, sex, marital status, nationality, veteran status, non-disqualifying disability or other protected status.

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|--------------|
| Today's Date |
|--------------|

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|---|----------------------|---|--|---|--|-----|
| Last Name | | First Name | | Initial | Other Names You've Used | |
| Present Street Address | | | City | | State | Zip |
| Previous Address (if at present address less than 3 yrs.) | | | City | | State | Zip |
| Home Telephone Number () | Message Phone () | | Emergency Contact Person | | Emergency Phone () | |
| Are you a U.S. citizen OR able to prove your legal right to work in the U.S.? | | | | Are you at least 18 years of age? | | |
| Have you applied for work here before? | | If yes, when? | Have you worked for this company before? | | If yes, when and in what job? | |
| Have you been convicted by a court of law within the past seven years? (A conviction does not necessarily bar you from employment.) If yes, explain: | | | | Do any of your relatives or persons of your same household work here? | | |
| Position applying for: | | Have you done this kind of work before? If yes, where? | | Date you are available to start: | | |
| List other jobs you believe you may be qualified for: | | | | | | |
| How were you referred to us? ~ Newspaper ~ Employee referral (name) _____ ~ School (name) _____ ~ Walk-in ~ Agency (name) _____ ~ Other (explain) _____ | | | | | | |
| Your Preferred Schedule: ~ Full Time ~ Temp./Seasonal ~ Part Time ~ On Call | | What weekdays and hours are best for you? | | What would be your second choice? | | |
| Check if you are willing to accept regular work on: ~ Full Time ~ Temp./Seasonal ~ Day Shift ~ Night Shift ~ Weekends ~ Part Time ~ On Call ~ Evening Shift ~ Variable Shifts | | | | | Can you stay late on short notice if required? | |
| Any prior commitments which would require absence | | | If yes, please explain (Please omit any commitments that may indicate disability or of more than a few hours in the next 12 months? ~ Yes ~ No other protected class): | | | |
| Are you now, or do you expect to be engaged in any other business or employment? | | | If yes, please explain: ~ Yes ~ No | | | |
| List any certificates or licenses you hold related to your qualifications for the work you seek: | | | | | Are you willing to relocate? | |

EDUCATION (You may leave out a date if you feel it will reveal your age.)

| | School Name and Full Address | Attended Dates: | | Graduated? | Degree and Major Area | GPA |
|--|------------------------------|-----------------------------------|-----------------------------|------------------------------|---|-----|
| Trade/Business Other | | From: | To: | | | |
| College/ University | | | | | | |
| College/ University | | | | | | |
| High School | | | | | | |
| Are you currently a student? If yes, explain. | | | Scholastic honors achieved: | | | |
| Outside activities while in school: (Please omit any activities that may indicate race, religion, national origin, veteran status, disability, age, sex, union affiliation, or other protected class.) | | | | | | |
| Plans for future education/training: | | | | | | |
| WORK HISTORY - Start with PRESENT or most recent employer. Please include military experience or volunteer work if full time or your major activity. List all employment for at least the last 10 years, including any gaps between jobs. Resumes will not be accepted in lieu of completing this application. List further job duties and employment history on additional sheets as needed. | | | | | | |
| Name of Organization | | Employment Dates (Month and Year) | | Type of Business or Industry | | |
| | | From | To | | | |
| Street Address | | | City | | State | Zip |
| Supervisor Name, Title: | May we contact? | Phone Number () | Your starting pay \$ | Your ending pay \$ | Your Employment Status (FT, PT, Contract) | |
| Your job title(s), duties, skills used: | | | | | Reason for leaving | |
| Name of Organization | | Employment Dates (Month and Year) | | Type of Business or Industry | | |
| | | From | To | | | |
| Street Address | | | City | | State | Zip |
| Supervisor Name, Title: | May we contact? | Phone Number () | Your starting pay \$ | Your ending pay \$ | Your Employment Status (FT, PT, Contract) | |
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| Street Address | | | City | State | Zip |
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| Your job title(s), duties, skills used: | | | | Reason for leaving | |
| How many times in the past year were you absent from your scheduled work? (Not counting absences approved by your employer in advance) | | | | | |
| VOLUNTEER ACTIVITIES AND EXPERIENCE | | | | | |
| Describe your involvement in professional, charitable or civic groups, or other clubs or organizations. (Please omit any activities that may indicate race, religion, national origin, veteran status, disability, age, sex, union affiliation, or other protected class.) | | | | | |
| OTHER SKILLS AND QUALIFICATIONS | | | | | |
| Please mention any other skills, qualifications or experience pertinent to the career you seek. (e.g., Computers, software, machines, tools, special certifications, etc.) | | | | | |
| REFERENCES (Not former employers, family or clients) | | | | | |
| Name | Address, City, State, Zip | | Phone Number | Occupation/Relationship to Applicant | |
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |

APPLICANT'S STATEMENT

I hereby affirm that the information provided on this application, and accompanying letters or resume, is true and complete to the best of my knowledge. I understand that any false information or omissions in this application or the application process may disqualify me from consideration for employment or result in my termination if discovered any time after my employment begins. I authorize Spokane Airports to investigate my background thoroughly and agree to assist in such investigation. I release and hold harmless, and promise not to claim damages from anyone providing information. I also authorize any physician, clinic or hospital to release any information needed to assess my ability to perform the essential functions of the job applied for or any job with this employer. I agree to submit to any drug or alcohol test that may be required by the employer for my hiring or continued employment. I understand that refusal to take such tests may be cause for denial of employment or my termination. I also understand that employment may be conditional upon an investigation into criminal convictions on record with local, State or Federal law enforcement authorities.

I understand that, if hired, my employment is not for any specific period or duration and is terminable at will by the employer or me at any time with or without cause or notice. I understand this application is not, and is not intended to be, a contract. I understand that employment may be contingent upon a post-offer physical examination by a physician, and I agree to cooperate fully with same. I agree to present personal photo identification and proof of U.S. citizenship or documentation of my authorization to work in the United States promptly upon confirmation of hiring, and I understand that failure to do so voids any offer of employment.

Signature of Applicant

Today's Date