



APPLICANT INFORMATION

The St. Augustine – St. Johns County Airport Authority is currently accepting applications for part-time **“Ticket & Gate Agent”** and **“Ramp Agent”** positions in support of Scheduled Commercial Air Service at Northeast Florida Regional Airport.

This information sheet is provided to avoid confusion and disclose important conditions associated with the hiring of qualified individuals. In addition to other customary hiring parameters associated with the evaluation of applicants, you must acknowledge and indicate your understanding that should an offer of employment be made we will require completion of the items listed below. You are required to indicate your understanding of these conditions associated with employment consideration and return a signed copy of this page as a part of your completed Employment Application, as follows:

1. **Mandatory Background Investigation Required** – Due to the nature of this employment posting, we are required to conduct and you will be required to submit to a Background Investigation that will include a review of any criminal convictions and will require the submission of your fingerprints to the Department of Homeland Security (DHS), Transportation Security Administration (TSA), Federal Bureau of Investigation (FBI) and other Federal & State Agencies for review. Among other normal employment considerations, the results of this Background Investigation will directly impact our ability to offer employment in any capacity.
2. **Drug & Alcohol Screening** – Again, due to the nature of this employment posting, we are required to conduct and you will be required to submit to a pre-employment Drug & Alcohol Screening. Should you be hired, you will be required,

from time-to-time, to submit to random testing for these substances in order to remain employed.

3. **Training Provided** – Due to the nature of this opportunity, extensive training by the Airport Authority and the individual Air Carriers serving Northeast Florida Regional Airport will be required. You will be required to participate in all required training and ultimately fulfill all job requirements associated with the position for which you are applying. You will be eligible for your normal hourly wage during all periods of required training. Despite the current positions being part-time in nature, the requirement for training could occasionally require the equivalent of full-time hours (40 hours/week).
4. **Benefits** - The positions currently available are considered part-time and do not currently provide any employment benefits. Should you be hired, we will from time-to-time, re-evaluate the benefits associated with the position and may elect to re-classify any position to include employer participation in Authority programs such as retirement, health related insurances, etc.

ACKNOWLEDGEMENT –

I, _____(name), have read and understand the above requirements and conditions of employment consideration and the ongoing requirement related to the same should I be hired. I understand that these conditions would apply to me and that any consideration for employment is predicated on the satisfaction of these requirements and continued employment conditions.

Applicant Signature

Date

Application for Employment

Short Form



Instructions: It is the policy of the company to provide equal opportunity with regard to all terms and conditions of employment. The company complies with federal and state laws prohibiting discrimination on the basis of race, color, religion, sex, national origin, disability, veteran status, age, or any other protected characteristic.

Name _____
LAST FIRST MIDDLE

Address _____
STREET

Phone (____) _____
CITY STATE ZIP CODE

Social Security # _____

Position applied for _____

Shift preferred 1 2 3 Any

Special training or skills (languages, machine operation, etc.) that would benefit you in the job for which you are applying:

Would you accept full-time work? Yes No

Would you accept part-time work? Yes No

On what date would you be available for work? _____

Have you ever been employed here? Yes No

If yes, dates: _____

Are you legally eligible for employment in the United States?
(If yes, proof is required if hired.) Yes No

If you are under 18 years old, can you provide a work permit if required?
 Yes No

FOR OFFICE USE ONLY:

Applicant number _____

Employee number _____

Position _____

Hire date ____/____/____ Rate _____

Class _____ Skill _____

Other _____

Notes _____

Attachments:

- Resumé
- Applicant reference check
- Applicant interview
- Payroll change notice
- Employee data card

Educational Background

High School: _____ Location _____

Course of study _____ Did you graduate? Yes No Degree or diploma _____

College: _____ Location _____

Course of study _____ Did you graduate? Yes No Degree or diploma _____

Graduate School: _____ Location _____

Course of study _____ Did you graduate? Yes No Degree or diploma _____

Vocational Training/Other: _____ Location _____

Course of study _____ Did you graduate? Yes No Degree or diploma _____

Continuing Education: _____

Employment Experience

Place an **X** by the employer(s) you **DO NOT** want us to contact. List your most recent employer first.

Employer _____ Contact Name _____
Address _____ Phone (_____)
Job Title _____
Dates employed: from (mm/yy) ___/___/___ to (mm/yy) ___/___/___ Hourly rate/salary: starting ___/___/___ final ___/___/___
Reason for leaving _____

Employer _____ Contact Name _____
Address _____ Phone (_____)
Job Title _____
Dates employed: from (mm/yy) ___/___/___ to (mm/yy) ___/___/___ Hourly rate/salary: starting ___/___/___ final ___/___/___
Reason for leaving _____

Employer _____ Contact Name _____
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Reason for leaving _____

Employer _____ Contact Name _____
Address _____ Phone (_____)
Job Title _____
Dates employed: from (mm/yy) ___/___/___ to (mm/yy) ___/___/___ Hourly rate/salary: starting ___/___/___ final ___/___/___
Reason for leaving _____

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false or misleading information, omissions or misrepresentations are discovered, my application may be rejected, and if I am employed, my employment may be terminated at any time.

If hired, I agree to conform to the company's rules and regulations, and I understand that these rules and/or the employee handbook do not form a contract of employment either expressed or implied, and I agree that my employment and compensation can be terminated, with or without cause and with or without notice, at any time, at either my or the company's option.

I also understand and agree that the terms and conditions of my employment may be changed, with or without cause and with or without notice, at any time by the company. I understand that no company representative, other than its president, and then only when in writing and signed by the president, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resumé or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

Applicant's signature _____ Date ___/___/___



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