



100 Bowen Loop, Suite 200  
Charlottesville, VA 22911

## **CHARLOTTESVILLE ALBEMARLE AIRPORT AUTHORITY APPLICATION AND SELECTION PROCESS**

*Thank you for your interest in the Charlottesville Albemarle Airport. The Airport is owned and operated by the Charlottesville Albemarle Airport Authority. **Applications are only accepted for vacant positions.** The Authority does not maintain applications or interview for positions unless they are vacant, or expected to become available.*

**WHAT HAPPENS NEXT:** Once the application deadline has passed, applications will be reviewed to determine if they meet the criteria for the position. If your credentials have met the qualifications for the position, your application will advance for consideration for an interview. Candidates will be informed if not selected for an interview.

**INTERVIEW:** The Authority is not able to interview every candidate interested in a position. Qualified applications are reviewed to rank candidates for interview consideration. After this determination, the Authority will be in contact with those candidates who are to be scheduled for an interview. The top candidate will be selected and a background and reference check will commence.

**BACKGROUND INVESTIGATION:** Positions with the Charlottesville Albemarle Airport Authority require some form of background investigation and/or criminal history background check. In addition, most positions require an insurable driving record for use of Authority vehicles and equipment. Prior to completing the hiring process, the top candidate will be offered conditional employment while the background procedures are completed. This process may take several weeks. The Authority's ability to quickly complete the background and reference process is improved by candidates ensuring they have provided complete and accurate information.

**NOTIFICATION OF EMPLOYMENT:** The official notification of employment will be transmitted including the starting date and the terms and conditions of employment. The successful candidate will be asked to come for an appointment to enroll in the benefits program and schedule the orientation process. All employees commence employment on a probationary status; the length of the probationary period is dependent upon the type of position.

**EQUAL OPPORTUNITY EMPLOYER**

**Charlottesville Albemarle Airport Authority  
Drug Free Workplace Program**

**NOTICE TO APPLICANTS**

*The Charlottesville Albemarle Airport Authority is committed to having an alcohol/drug free workplace. Candidates for certain safety related positions will, as a condition of employment, be required to have a test for illegal substances.*

*Positive results on this test will result in the denial of employment with the Airport Authority. Questions about this policy may be addressed to the Human Resource Department, Charlottesville Albemarle Airport Authority, 100 Bowen Loop Suite 200, Charlottesville, VA 22911.*

# Charlottesville Albemarle Airport Authority Application Affirmative Action Data Form

All applicants are requested to complete this form. The Charlottesville Albemarle Airport Authority uses this information to help insure that Authority personnel practices meet the requirements of Federal law. The completion of this form is voluntary; neither its completion nor refusal to complete will subject you to any adverse treatment. This form will be filed separately from your application and the provided information will not be used to discriminate against you in any way. The form is separated from your application prior to consideration for employment. Thank you.

Position Applying For:

Social Security Number:  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Name:

---

Last First Middle

**Ethnic Origin:** Ethnic origin is defined by the Federal Equal Employment Opportunity Commission as follows. Please check which item(s) apply.

01 **White, not of Hispanic Origin** All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East. Does not include persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish cultures or origins.

02 **Black, not of Hispanic Origin** All persons having origins in any of the Black racial groups of Africa. Does not include persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish cultures or origins.

03 **Hispanic** All persons of Mexican, Puerto Rican, Cuban, or South Spanish culture or origin, regardless of race.

04 **Asian or Pacific Islander** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

05 **American Native or Alaskan Native** All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliations or community recognition.

Sex (please circle one): M= Male F=Female      Birthdate (Month/Day/Year): \_\_\_\_/\_\_\_\_/\_\_\_\_

Veteran (please circle one):      1=non-veteran   2=Vietnam veteran   3=other veteran

Disabled (please circle one):      1=yes      2=no

How did you learn of this vacancy?

---

---

---



**Charlottesville Albemarle Airport Authority  
Application for Employment**

*An Equal Opportunity Employer*

**Important: Read the following instructions carefully before completing your application:**

- You must furnish all requested information on this application. The information you provide on the application will be used to determine your qualifications for employment. If you do not answer all questions on your application fully and accurately, you may delay consideration of your application and may lose employment opportunities.
- Please print clearly in dark ink. Write "NA" (not applicable) beside those items that do not apply to you, unless instructions indicate otherwise.
- After completing the application, you may attach a resume, but do NOT send a resume instead of completing this application unless directed to do so.
- Mail application to: Human Resource Department, Charlottesville Albemarle Airport Authority, 100 Bowen Loop, Suite 200, Charlottesville, VA 22911

**Position Applying For:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Personal**

Full Legal Name: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Last Name, First Name, Middle Name) Social Security Number

Present Street Address: \_\_\_\_\_

\_\_\_\_\_

Mailing Address (if PO Box): \_\_\_\_\_

\_\_\_\_\_

Telephone Numbers: Area Code (\_\_\_\_\_) \_\_\_\_\_ Area Code (\_\_\_\_\_) \_\_\_\_\_  
Home Other

I am available to work: Full-time  Part-time  Days  Nights  Weekends

If hired, on what date will you be available to commence work? \_\_\_\_\_

Have you ever been employed here before? Yes  No  if yes, describe in full \_\_\_\_\_

\_\_\_\_\_

## Education and Training

Did you graduate from high school?  yes  no If not, what is the highest grade you completed? \_\_\_\_\_

Do you have a GED certificate?  yes  no

Do you have a college degree?  yes  no

Name and location of college(s) or university(ies) attended:	Major field of study	Dates Attended	Degree-yes/no	Type of Degree	Year Degree Received

Name and location of other training (including business, trade, military)	Type of Training and/or Subject	Year

## Experience

Begin with your most recent work experience. You must account for periods of unemployment. Dates must include month and year.

**May we inquire of your present employer regarding your character, qualifications, and record of employment?**

Yes  No

A “no” will not affect our review of your qualifications. If you answer “no” and we need to contact your present employer before we can offer you a job, we will contact you first.

List any jobs that you have held during the last 10 years (paid and volunteer). Write a clear and brief but complete description of your major duties and responsibilities. If you had a major change of duties or responsibilities while you worked for the same employer, describe each major change as a separate job. If additional experience blocks are needed, use a sheet of paper and include all information requested.

Include military assignments and volunteer activities. Your application will not be considered unless you provide all information requested below. Stating “See Resume” will make your application invalid.

1. NAME & ADDRESS OF EMPLOYER  _____  _____  _____	DATES EMPLOYED (Month/Year) From _____ to _____	Job Title _____ Supervisor _____
	SALARY OR EARNINGS Beginning _____ Ending _____	Tel. Number _____ Full-time/Part-time _____ Employees Supervised _____
	EXACT TITLE OR POSITION	
Reason for Leaving		
DESCRIPTION OF WORK PERFORMED		

2. NAME & ADDRESS OF EMPLOYER  _____  _____  _____	DATES EMPLOYED (Month/Year) From _____ to _____	Job Title _____ Supervisor _____
	SALARY OR EARNINGS Beginning _____ Ending _____	Tel. Number _____ Full-time/Part-time _____ Employees Supervised _____
	EXACT TITLE OR POSITION	
Reason for Leaving		
DESCRIPTION OF WORK PERFORMED		

3. NAME & ADDRESS OF EMPLOYER  _____  _____  _____	DATES EMPLOYED (Month/Year) From _____ to _____	Job Title _____ Supervisor _____
	SALARY OR EARNINGS Beginning _____ Ending _____	Tel. Number _____ Full-time/Part-time _____ Employees Supervised _____
	EXACT TITLE OR POSITION	
Reason for Leaving		
DESCRIPTION OF WORK PERFORMED		

4. NAME & ADDRESS OF EMPLOYER  _____  _____  _____	DATES EMPLOYED (Month/Year) From _____ to _____	Job Title _____ Supervisor _____
	SALARY OR EARNINGS Beginning _____ Ending _____	Tel. Number _____ Full-time/Part-time _____ Employees Supervised _____
	EXACT TITLE OR POSITION	
Reason for Leaving		
DESCRIPTION OF WORK PERFORMED		

## Qualifications and Skills

Describe special qualifications and skills relevant to the position for which you are applying which are not covered elsewhere in your application (such as professional license or certificate, skills in the operation of machines/equipment, technical skills, volunteer work, military experience, professional development activities, or other special training):

List software proficiencies:

## References

List three people who *are not related to* you and who have definite knowledge of your qualifications and suitability for the position for which you are applying.

Name	Address (City, State)	Telephone Number	Occupation
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Legal History

Driver's License Number: \_\_\_\_\_ State Issued: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Do you authorize the Authority to check your driving record, both now and on a periodic random basis during employment, for repeated or significant traffic violations?  yes  no

*Answer Items 1 – 6 by checking “yes” or “no”. Provide all pertinent details in Item 7.*

*Note: A firing or a conviction does not necessarily mean that you cannot be hired. The circumstances of the occurrence(s) and how long ago it (they) occurred are important. Give all facts so that a decision can be made.*

1. Are you a citizen of the United States or are you otherwise legally eligible for employment in the United States?

yes  no Anyone offered employment is required to provide proper identification and documentation of eligibility for employment in the U.S.

2. Within the last 5 years have you been fired from any job for any reason?  yes  no

3. Within the last 5 years have you quit a job after being notified that you would be fired?  yes  no

4a. Have you ever been convicted, imprisoned, on probation or parole, or forfeited collateral for any felony or any firearms or explosives offense against the law? (A felony is defined as any offense punishable by imprisonment for a term exceeding one year, but does not include any offense classified under the laws of a State as a misdemeanor)  yes  no

4b. During the past 7 years, have you been convicted, imprisoned, on probation or parole or forfeited collateral for any misdemeanor or any other offense against the law not included in "4a" above?  yes  no

---

*Note: When answering "4a and 4b" above, you may omit: 1. any offense committed before your 18<sup>th</sup> birthday which was finally adjudicated in a juvenile court or under a youth offender law; 2. any conviction in which the record has been expunged under Federal or State law, and 3. any conviction set aside under the Federal Youth Corrections Act or similar State authority.*

5. While in the military service were you ever convicted by a general court-martial?  yes  no

6. Does the Charlottesville-Albemarle Airport Authority employ any relative of yours by blood or marriage?  
 yes  no

7. Provide details of "yes" answers to Items 2-6.

---

---

---

---

---

---

---

---

---

---

**Certification & Signature – Read the following carefully before you sign**

I consent to the release of information about my ability and legal history for employment with the Charlottesville Albemarle Airport Authority **by** employers, schools, law enforcement agencies and other individuals and organizations, **to** investigators, employment specialists, and other authorized employees of the Charlottesville Albemarle Airport Authority.

I acknowledge that the Authority may also review my background. This review may include criminal record, employment, credit and driving record checks.

I certify that all of the statements made here are true, correct and complete. If I am hired, any misstatement or omission of fact on this application may result in my dismissal.

**I understand and agree that this employment application, by itself or together with other Authority documents or policy statements, does not create a contract of employment. I also understand that I may voluntarily leave or be terminated at any time and for any reason. I understand that if employed, I will be required to follow all Authority rules and regulations.**

---

Signature

---

Date (Month, Day, Year)

**The Charlottesville Albemarle Airport Authority does not discriminate on the basis of race, color, national origin, gender, religion, age or disability in employment.**



**Charlottesville Albemarle Airport Authority  
Pre-Screening Questionnaire and Supplement**

1. Are you over 21 or within six months of your 21<sup>st</sup> birthday?  yes  no
2. Have you ever been convicted of a violent act or domestic assault?  yes  no
3. In the past five years, have you been convicted of driving a motor vehicle while intoxicated?  yes  no
4. In the past five years, have you been convicted of more than one driving offense?  yes  no
5. Have you experimented with marijuana in the past five years?  yes  no
6. Have you ever used cocaine, PCP, LSD, heroin, designer drugs, or any other hallucinogenic, experimentally or otherwise?  yes  no

---

Applicant Signature

---

Date

---

Printed Name