



100 Bowen Loop, Suite 200
Charlottesville, VA 22911

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.

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 a 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 to the successful candidate, and it will include 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 Employment Opportunity

The Charlottesville Albemarle Airport Authority is committed to providing equal employment opportunities for all persons regardless of race, color, religion, sex, age, marital status, national origin, citizenship status, disability, veteran status, or any other basis prohibited by statute. Equal opportunity extends to all aspects of the employment relationship including, hiring, transfers, promotions, training, terminations, working conditions, compensation, benefits and other terms and conditions of employment. The Authority complies with federal, state and local equal employment opportunity laws and strives to keep the workplace free from all forms of unlawful discrimination.

**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 and adheres to the Drug Free Workplace Act. All candidates as a condition of employment are required to have a drug screening at the Authority's approved site and will be paid for by the Authority. Positive results on this test will result in the denial of employment with the Airport Authority.

Questions about this policy may be addressed to:

Charlottesville Albemarle Airport Authority
Human Resource Department
100 Bowen Loop, STE 200
Charlottesville, VA 22911



**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

Address: _____

Mailing address: (if not the same as above) _____

Email address: _____

Phone numbers: Area Code (____) _____ Area Code (____) _____
Home Cell

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

If hired, on what date will you be available to begin work? _____

Have you ever been employed here before? Yes No if yes, position _____

How did you learn of this vacancy?

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 or university attended:	Major field of study	Degree-yes/no	Type of Degree

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

Experience

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

1. Name and address of employer: _____ _____ _____	Job title: _____ Employment dates: (month/year) from: _____ to _____ Supervisor's name: _____
Salary or hourly rate: Beginning: _____ Ending: _____ Reason for leaving: _____ _____	Phone number: _____ Full-time/Part-time: _____ Number of employees supervised: _____
Job duties: _____ _____ _____	

<p>2. Name and address of employer:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Job title: _____</p>
<p>Salary or hourly rate:</p> <p>Beginning: _____ Ending: _____</p> <p>Reason for leaving: _____</p> <p>_____</p>	<p>Employment dates: (month/year) from _____ to _____</p> <p>Supervisor's name: _____</p> <p>Phone number: _____</p> <p>Full-time/Part-time: _____</p> <p>Number of employees supervised: _____</p>
<p>Job duties:</p> <p>_____</p> <p>_____</p> <p>_____</p>	

<p>3. Name and address of employer:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Job title: _____</p>
<p>Salary or hourly rate:</p> <p>Beginning: _____ Ending: _____</p> <p>Reason for leaving: _____</p> <p>_____</p>	<p>Employment dates: (month/year) from _____ to _____</p> <p>Supervisor's name: _____</p> <p>Phone number: _____</p> <p>Full-time/Part-time: _____</p> <p>Number of employees supervised: _____</p>
<p>Job duties:</p> <p>_____</p> <p>_____</p>	

<p>What interests you about this position?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

<p>Please describe any work experience not listed above:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

References

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

1. Name: _____

Address: _____

Phone number: _____

2. Name: _____

Address: _____

Phone number: _____

3. Name: _____

Address: _____

Phone number: _____

Legal History

1. Are you 18 years of age or older: yes ____ no ____

2. 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. as part of Form I-9 verification.

3. Have you ever been fired from any job for any reason? yes ____ no ____

4. 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? yes ____ no ____

(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)

5. Have you served in the military? yes ____ no ____ if so, were you honorably discharged? yes ____ no ____
(If selected for interview, DD214 form must be provided prior to the interview)

Dates of service: _____

Certification & Signature – Read the following carefully before you sign

In connection with my application for employment with the Charlottesville Albemarle Airport Authority, I understand and agree that investigative inquiries are to be made on myself including, but not limited to, consumer credit, criminal convictions, motor vehicle history, educational transcripts, and other reports of any nature and type, including information in the public domain. These reports will include information as to my character, work habits, performance and experience together with reasons for termination of past employment.

I understand and agree that the Charlottesville Albemarle Airport Authority can and will be requesting information from various federal, state and other agencies that maintain records concerning my past activities related to my driving, credit, criminal, education and other experiences. I authorize without reservation all corporations, companies, credit agencies, persons, educational institutions, law enforcement agencies and former employers to release information they may have about me and release them from any liability and responsibility for doing so; further, I authorize the procurement of an investigative consumer report related to me and acknowledge my understanding that such reports may contain information as to my background, mode of living, character and personal reputation.

This authorization, in original and copy form, shall be valid for this and any future reports that may be requested.

I hereby authorize investigation of all statements made by me with no liability arising there from.

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.

Applicant Signature

Date

Printed Name

Equal Employment Opportunity

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