

WESTERN NEBRASKA REGIONAL AIRPORT  
250023 AIRPORT TERMINAL ST., SUITE 10  
SCOTTSBLUFF, NEBRASKA 69361

## APPLICATION FOR EMPLOYMENT

### WE ARE AN EQUAL OPPORTUNITY EMPLOYER

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age disability, marital or veteran status, sexual orientation, or any other legally protected status.

#### PLEASE PRINT

Position Applied for: \_\_\_\_\_ Date: \_\_\_\_\_

How did you learn about us: Advertisement  Friend  Walk-In   
Employment Agency  Relative  Other \_\_\_\_\_

Name                   Last                   First                   Middle                   Telephone  
\_\_\_\_\_  
\_\_\_\_\_

Address \_\_\_\_\_

If you are 18 years of age, can you provide required proof of your eligibility to Work?                   \_\_\_\_ yes           \_\_\_\_ no

Have you ever filed an application with us before? If Yes, When, \_\_\_\_\_                   \_\_\_\_ yes           \_\_\_\_ no

Have you ever been employed with us before? If yes, When, \_\_\_\_\_                   \_\_\_\_ yes           \_\_\_\_ no

Are you currently employed?                   \_\_\_\_ yes           \_\_\_\_ no

May we contact your present employer? \_\_\_\_\_                   \_\_\_\_ yes           \_\_\_\_ no

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

On what date would you be available to start work? \_\_\_\_\_

Are you available to work:    Full Time    Part Time    Shift Work    Temporary

Are you currently on "lay-off" status and subject to recall?                   \_\_\_\_ yes           \_\_\_\_ no

Can you travel if a job requires it?                   \_\_\_\_ yes           \_\_\_\_ no

Have you been convicted of a felony within the last ten years?  
Conviction will not necessarily disqualify an applicant from employment                   \_\_\_\_ yes           \_\_\_\_ no

If yes, please explain: \_\_\_\_\_

Do you understand the job description?                   \_\_\_\_ yes           \_\_\_\_ no

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**EDUCATION**

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Indicate any foreign languages you can speak, read, and/or write

	FLUENT	GOOD	FAIR
Speak			
Read			
Write			

Describe any specialized training, apprenticeship, skills, and extra-curricular activities

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Describe any job-related training received in the United States Military.

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Any other Pertinent information

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## EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer:	Dates Employed:	Work Performed:
	From To	
Address:		
Telephone Number:		
Job Title:		
Supervisor:		

Employer:	Dates Employed:	Work Performed:
	From To	
Address:		
Telephone Number:		
Job Title:		
Supervisor:		

Employer:	Dates Employed:	Work Performed:
	From To	
Address:		
Telephone Number:		
Job Title:		
Supervisor:		

Employer:	Dates Employed:	Work Performed:
	From To	
Address:		
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If you need additional space, please continue on a separate sheet of paper.  
List professional, trade, business or civic activities and offices held.

Please List Type of Heavy Machinery that you have operated.

Please List Type of Equipment that you have operated.

Please List Additional Skills (HVAC, Plumbing, Electrical, etc).

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### Applicant's Statement

I certify that answers given are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

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Signature of Applicant

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Date

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FOR PERSONNEL DEPARTMENT USE ONLY

Arrange for Interview  Yes  No

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Interviewer

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Date

Employed  Yes  No Date of Employment: \_\_\_\_\_

Job Title: \_\_\_\_\_ Hourly/Salary: \_\_\_\_\_ Start Date: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_ H/R: \_\_\_\_\_

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Airport Director

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Date

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References

1. \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
(Name) (Phone)  
\_\_\_\_\_  
(Address)
2. \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
(Name) (Phone)  
\_\_\_\_\_  
(Address)
3. \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
(Name) (Phone)  
\_\_\_\_\_  
(Address)