



**Central West Virginia Regional Airport Authority**  
 John D. Rockefeller IV Terminal  
 100 Airport Rd, Suite 175 - Charleston, WV 25311-1080  
 Phone: 304-344-8033 Fax: 304-344-8034  
 www.yeagerairport.com

## Employment Application

Central West Virginia Regional Airport Authority (CWVRAA) does not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, national origin, sex, marital status, age, disability, veteran status or any other status protected by law. Employment with CWVRAA is at the will of the employee and the organization.

This application will be considered active for 45 days or during the time the job remains open, whichever is greater, not to exceed 6 months. After this time, reapplication must be made for consideration for other positions which may be available.

|                                      |
|--------------------------------------|
| Position(s) Applying For (Required): |
|--------------------------------------|

### Personal Information

|  |  |  |  |   |  |
|--|--|--|--|---|--|
| Last Name  |  | First Name   |  | Middle Name   |  |
| Home Phone Number  |  | Work Phone Number  |  | Cell Phone Number   |  |
| Email Address  |  | City/State   |  | Zip Code  |  |
| Home Address/Street/Apt #:   |  |  |  |   |  |
| Former Name(s):  |  |  |  |   |  |
| Valid Driver's license?<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No   |  | Driver's License Number:   |  | State:      EXP Date (mm-dd-yy):  |  |
| Are you age 18 or older?<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No  |  | Are you eligible to work in the U.S.?<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No |  | Have you ever applied at CWVRAA before?<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No<br>If yes, when? |  |
| Have you ever worked at CWVRAA before?<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No<br>If yes, when? Position? |  |  |  |   |  |
| How did you learn about the job opening?   |  |  |  |   |  |
| Have you been convicted of a felony within the last ten (10) years (circle one)?    Yes    No                                    |  |  |  |   |  |
| If you answered yes, please explain, with date:  |  |  |  |   |  |

## Reference(s)

| Please provide three (3) references |        |               |
|-------------------------------------|--------|---------------|
| Name:                               | Phone: | Relationship: |
| Name:                               | Phone: | Relationship: |
| Name:                               | Phone: | Relationship: |

## Job Requirements

|  |                         |  |
|--|-------------------------|--|
| Are you seeking (circle one)<br><input type="checkbox"/> Full Time<br><input type="checkbox"/> Part-time<br><input type="checkbox"/> Temporary | Will you work overtime? | Will you work shifts/nights/weekend?       |
| State the hours and days of the week you are available to work   |                         | When would you be available to begin work? |
| Are you able to perform the essential functions of the position(s) for which you have applied, with or without reasonable accommodation?       |                         |  |

## Job Skills

|   |
|---|
| Please list qualifications you feel qualify you for a position at Yeager Airport: |
| Specify Computer Applications and/or Other Skills:                                |

## Education

|                     | School Name<br>City & State | Course of Study | Years Completed | Diploma/Degree |
|---------------------|-----------------------------|-----------------|-----------------|----------------|
| High School         |                             |                 |                 |                |
| College             |                             |                 |                 |                |
| Graduate School     |                             |                 |                 |                |
| Vocational or Other |                             |                 |                 |                |

|                               |             |
|-------------------------------|-------------|
| Certificates/ Licenses Earned | Date Earned |
|-------------------------------|-------------|

## Employment History

|   |                        |                         |                     |
|---|------------------------|-------------------------|---------------------|
| Please begin with present or most recent employer. List all previous employers and jobs that you have held during the last (10) years. Include military service, self-employment, summer, and part-time employment. |                        |                         |                     |
| (1) Employer  |                        | Address, City, State    |                     |
| Name and Title of Supervisor  |                        | Supervisor Phone Number | Dates of Employment |
| Your Position Held  | Full-time<br>Part-time | Starting Salary<br>\$   | Ending Salary<br>\$ |
| Duties/Work Performed   |                        | Reason for leaving      |                     |
| (2) Employer  |                        | Address, City, State    |                     |
| Name and Title of Supervisor  |                        | Supervisor Phone Number | Dates of Employment |
| Your Position Held  | Full-time<br>Part-time | Starting Salary<br>\$   | Ending Salary<br>\$ |
| Duties/Work Performed   |                        | Reason for leaving      |                     |
| (3) Employer  |                        | Address, City, State    |                     |
| Name and Title of Supervisor  |                        | Supervisor Phone Number | Dates of Employment |
| Your Position Held  | Full-time<br>Part-time | Starting Salary<br>\$   | Ending Salary<br>\$ |
| Duties/Work Performed   |                        | Reason for leaving      |                     |
| (4) Employer  |                        | Address, City, State    |                     |
| Name and Title of Supervisor  |                        | Supervisor Phone Number | Dates of Employment |
| Your Position Held  | Full-time<br>Part-time | Starting Salary<br>\$   | Ending Salary<br>\$ |
| Duties/Work Performed   |                        | Reason for leaving      |                     |
| (5) Employer  |                        | Address, City, State    |                     |
| Name and Title of Supervisor  |                        | Supervisor Phone Number | Dates of Employment |
| Your Position Held  | Full-time<br>Part-time | Starting Salary<br>\$   | Ending Salary<br>\$ |
| Duties/Work Performed   |                        | Reason for leaving      |                     |
| May we contact your previous employer?  |                        |                         |                     |
| <input type="checkbox"/> Yes<br><input type="checkbox"/> No   |                        |                         |                     |

## Conditions of Employment

Please read this section carefully and sign and date the bottom.

**Misrepresentation/Omission.** I hereby affirm that the foregoing answers and statements are true and correct and authorize the investigation of all statements contained in this application. I understand that the Airport will attempt to verify my answers and statements as it may see fit, and if false or misleading information or omission of facts called for in this employment application are discovered, the selection process will terminate immediately, or if discovered after hire will result in termination.

**Verification/Reference Checks/Investigation.** I give my permission to CWVRAA to conduct background checks and to obtain all necessary information from my references, previous employers, educational institutions, or any other source concerning my prior employment, education, personal history, or character. I release all such persons from liability or damages incurred as a result of these inquiries and for providing this information with or without prior written notice to me.

**Driver's License.** I understand I will be required to provide and maintain a valid Driver's License if the job requires a valid license.

**Drug/Alcohol Screening and Physical Exam.** I understand and acknowledge that I will be required to successfully pass a drug screen as a condition of employment. I further hereby consent to a pre-employment drug screen and the release of any medical information as may be deemed necessary to judge my capability to perform the work for which I am applying. I understand that refusal to submit to the tests or failure to pass the tests will disqualify me from further consideration for employment. I also understand that I may again be required to submit to a drug test during my employment with the Organization and if I refuse to take the test(s) or fail to pass the test(s), I may be suspended or terminated immediately.

**Fingerprinting.** I agree to be fingerprinted as a condition of employment, during my employment, and as the Airport requires for regulatory compliance. I further understand my fingerprint record will be processed by the FBI.

**Confidentiality/Integrity.** I understand that if employed, I am to treat all of CWVRAA's business, customers, tenants, employees and records with the strictest confidentiality. I understand and agree that I am not to disclose confidential information either internally or externally unless authorized to do so. I also understand that any violation of the foregoing will be sufficient grounds for termination of my employment.

**Organization Policies and Procedures.** I understand if employed by CWVRAA that I will comply with all policies, procedures, rules, regulations and directives. I further understand the foregoing may be changed, interpreted, withdrawn or added by the Organization at any time, at the Organization's sole discretion and without any prior notice to me. I also understand that during my employment, I may be asked to transfer and be expected to move to a different location within the Organization. And, I understand that any violation of the foregoing which includes any act of dishonesty will be sufficient grounds for termination of my employment.

**At Will.** I understand this application does not constitute an employment contract of any kind. I further understand that employment is at will, so that both the Airport and the employee remain free to choose to end the work relationship at any time, with or without cause, and with or without prior notice. This employment is for no definite period and nothing contained herein in any way creates an express or implied contract of employment between the Airport and the employee.

Date \_\_\_\_\_ Signature \_\_\_\_\_