

EMPLOYMENT APPLICATION



Employment Office:
 2627 Hollywood Way
 Burbank, CA 91505
 (818) 565-1315

Please type or print (complete all blanks):

The Company maintains a smoke free environment

Name	Last	First	M.I.	Social Security No.	Date
Address (number and street)					Home Phone ()
City, state, and zip code					Business Phone ()
Type of position desired:		Indicate shifts you are willing to work: <input type="checkbox"/> Day <input type="checkbox"/> Any <input type="checkbox"/> Swing <input type="checkbox"/> Graveyard			Typing Speed ___ WPM Steno Speed ___ WPM
Education: High school diploma or equivalent: <input type="checkbox"/> No <input type="checkbox"/> Yes List college or university, military school, technical school, trade school, night school, apprenticeships. Include city and address (attach separate sheet if necessary):					
		No. of Years Attended:	Major Field:		Degree:
		No. of Years Attended:	Major Field:		Degree:
Employment and Personal History: Account for all time during the past 10 years whether employed or <i>unemployed</i> (continue on separate page if necessary). <i>Your present employer will not be contacted without specific permission.</i>				Desired Base Rate: \$ _____	COMPANY USE ONLY
Employer's Name (Present or last position)			From (mo/yr):	To (mo/yr):	Base Rate:
Address (number, street, city, state, and zip code)			Telephone No: ()		Title:
Briefly Outline Major Duties:				Supervisor:	Employment Verified By:
				Reason For Leaving:	Date: Start Date:
					Term Date: Contact:
					Notes:
Employer's Name			From (mo/yr):	To (mo/yr):	Base Rate:
Address (number, street, city, state, and zip code)			Telephone No: ()		Title:
Briefly Outline Major Duties:				Supervisor:	Employment Verified By:
				Reason for Leaving:	Date: Start Date:
					Term Date: Contact:
					Notes:
Employer's Name			From (mo/yr):	To (mo/yr):	Base Rate:
Address (number, street, city, state, and zip code)			Telephone No: ()		Title:
Briefly Outline Major Duties:				Supervisor:	Employment Verified By:
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Briefly Outline Major Duties:				Supervisor:	Employment Verified By:
				Reason For Leaving:	Date: Start Date:
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					Notes:
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Address (number, street, city, state and zip code)			Telephone No: ()		Title:
Briefly Outline Major Duties:				Supervisor:	Employment Verified By:
				Reason For Leaving:	Date: Start Date:
					Term Date: Contact:
					Notes:

List all shop or office equipment used:			
Name of Equipment - Months of Experience:	Name of Equipment - Months of Experience:	Name of Equipment - Months of Experience:	
References: List three people whom you have known for at least five years - do not include relatives or former employers.			
Name	Address	Home Phone	Occupation
Identification: Are you under age 18? <input type="checkbox"/> Yes <input type="checkbox"/> No		Provide all previous names used (include nicknames and aliases):	
		U.S. Military Service: Branch _____ Rank _____	
Drivers License - Employees of Burbank-Glendale-Pasadena Airport Authority may be required to operate mobile equipment in the course of their normal duties which will require a valid driver's license as a condition of employment. Provide the following:			
Driver's License No. _____ Expiration Date _____ State of Issuance _____			
Professional Organizations - Do not include trade unions or groups whose names indicate the race, religious creed, color, sex, marital status, disability, national origin, ancestry, or political affiliation of their members:			
Have you been convicted of an offense against the law, or are you now under charges for any offense against the law? Include any convictions by general court-martial while in military service. (You may omit: (a) traffic violations for which you paid a fine of \$100.00 or less; (b) any offense committed before your 18th birthday which was finally adjudicated in a juvenile court or under a youth offender law, and (c) misdemeanor marijuana convictions two years prior to the date of this application.) Include all instances where nolo contendere was pleaded, where bail was forfeited, and where a fine was paid. (A conviction will not necessarily bar employment.)			
Write yes or no _____. If yes, date, place, charge and disposition _____.			
Previous Employment: Have you ever worked at Burbank-Glendale-Pasadena Airport Authority, Airport Group International, Inc., Lockheed Air Terminal, Inc. or any other affiliate before? <input type="checkbox"/> Yes <input type="checkbox"/> No Where and when (give employee number): _____			
Do you have any relatives who work for Burbank-Glendale-Pasadena Airport Authority? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Emergency Contact		Address (number, street, city, state, zip code)	
		Phone Number:	
Medical Data - An offer of employment will be contingent on passing a job-related physical evaluation.			
Employment Drug Screening - Due to the sensitive nature of the work being performed at Burbank-Glendale-Pasadena Airport Authority, there is the need to maintain a high level of health, safety and security. To that end, a urinalysis drug screen test has been integrated into the employment medical examination/review. Further, it is the policy of Burbank-Glendale-Pasadena Airport Authority, not to employ individuals who use any narcotic or dangerous drug, without a medically-acceptable prescription, in any amount regardless of frequency or occasion.			
I have read and understand the above. Signature: _____ Date: _____			
Supporting Equality of opportunity in hiring, training, transfer, and promotion has been a Burbank-Glendale-Pasadena Airport Authority policy for many years, with benefits applied fairly and equally to all without regard to race, color, religion, sex, marital status, age, disability, national origin, or veteran status.			
I certify that the answers I have given and the statements I have made in this application are correct, and that I have not omitted any information of consequence. I agree not to hold any Burbank-Glendale-Pasadena Airport Authority or Airport Group International, Inc. or any employee liable if my employment is terminated because I have given incorrect answers or statements or omitted important information in this application. I agree to undergo a job-related physical examination, including screening tests for illegal drugs. If I am employed as a result of this application, I will comply with all orders, rules, and regulations of the company. I authorize the companies, schools, and people named in this application to give Burbank-Glendale-Pasadena Airport Authority or Airport Group International, Inc. any requested information about my employment or education, and release them from liability for damages for giving this information. I further authorize any law enforcement agencies to give Burbank-Glendale-Pasadena Airport Authority or Airport Group International, Inc. any requested information concerning any criminal conviction of myself, and I release any such agency from liability for damages for giving this information. I further authorize Burbank-Glendale-Pasadena Airport Authority or Airport Group International, Inc., to disclose any employment or background related information it has obtained about me (i) from this application, (ii) in the course of its own private investigations as authorized above, or (iii) from my prior employers to customers of Burbank-Glendale-Pasadena Airport Authority or Airport Group International, Inc., or its affiliates who request such information for verification purposes, to law enforcement agencies and private providers of security when related to inquiries regarding airport security, and to others who in the reasonable judgment of Burbank-Glendale-Pasadena Airport Authority or Airport Group International, Inc. have a legitimate need to review such information. I understand that if I am employed by the company, my employment will not be for any specified term and may be terminated by me or by the company at any time for any reason, except as otherwise specifically provided in any written agreement. I understand that employment is conditioned upon my ability to verify eligibility for employment in the United States.			
Please read the above statement and sign application: Signature _____ Date _____			
<i>Individuals requiring access to secured areas of the airport in the course of their employment, may possibly be subject to a criminal history records check through the FBI.</i>			
Falsification or significant omission will disqualify you for employment. If falsification or omission is discovered after you are employed, it may be grounds for termination.			

Do Not Write Below - Company Use Only