

IMPORTANT

PLEASE READ CAREFULLY BEFORE COMPLETING THIS APPLICATION

ALL applicants must be able to pass a thorough background check and fingerprint processing through the FBI System as part of the Transportation Security Administration regulations.

Prior to beginning work with the Airport, ALL applicants must be able to confirm a 10-year history of employment, school enrollment, or other activity or reason that would explain a break in dates listed on the application.

ALL AVP employees must be able to communicate effectively in English, both verbally and in writing as necessary, with co-workers, passengers, vendors, etc. according to the nature of their job.

**THERE ARE NO EXCEPTIONS
TO THE ABOVE**

APPLICANT

**THIS FORM WILL NOT BE ACCEPTED
UNLESS ALL REQUIRED INFORMATION
IS FURNISHED BY YOU.**

**THE FOLLOWING INFORMATION IS
MANDATORY REGARDING
EMPLOYMENT HISTORY.**

**EMPLOYER (Full and Correct Company
Name of present/previous employer).**

**PRESENT/PREVIOUS EMPLOYER'S
ADDRESS WITH AUTHORIZED
SIGNATURE OF EMPLOYER OR/AND
DESIGNATED SIGNER.**

DATES EMPLOYED

EMPLOYER'S TELEPHONE NUMBER

SUPERVISOR'S NAME

NOTICE TO EMPLOYMENT APPLICANTS

READ BEFORE COMPLETING APPLICATION FORM AND KEEP THIS PAGE FOR FUTURE REFERENCE

Be sure to follow the instruction on the application carefully. Judgments about your qualifications may be made based on how well you follow instructions. In order for an application to be considered, **all areas of the application form must be completed – even if a resume or other material is attached. You must specify the position(s) you are applying for.** Up to 3 positions may be listed.

Unsolicited applications are maintained on file for a period of six (6) months after the date of application. If a position suitable for the applicant's qualifications becomes available during this period, the applicant will be contacted. It is not necessary to make further contact the Airport during this period.

To apply for non-airport positions: (for example: airlines, car rental companies, security screening, restaurant, or other airport tenants), applications must be made directly to that specific organization. The Airport cannot accept or forward application for any other employers.

- ❖ Applicants with disabilities who need assistance in completing the application should notify the receptionist.

Listed below are categories, which are staffed by the Airport. This list is for informational Purpose only – it is not an indication of any opening.

- ❖ Administrative Staff/Clerical (specify area of interest is known)
- ❖ Custodial
- ❖ Emergency Communications Center
- ❖ Firefighting & Rescue
- ❖ Security

Fixed Based Operator (FBO):

- ❖ Customer Services
- ❖ Line Techs
- ❖ Ramp Agents

Thank you for your interest in employment with the Wilkes Barre/Scranton Int'l Airport.



Wilkes-Barre/Scranton
International
Airport

**WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
APPLICATION FOR UPDATED AIRPORT ID CARD**

 AOA GA PARKING SECURE/SIDA

SECTION 1 - APPLICANT								
LAST NAME			FIRST NAME		MI	SOCIAL SECURITY NUMBER		
(ADDRESS) STREET					CITY		STATE	ZIP CODE
HEIGHT	WEIGHT		DRIVERS LICENSE			D.L. Exp. Date		STATE
DATE OF BIRTH	RACE	SEX	COLOR OF HAIR			COLOR OF EYES		
-	-	-	-19					
EMPLOYER				HOME PHONE NUMBER			JOB TITLE	
FINGERPRINT DATE				CASE NUMBER				

The information I have provided on this application is true, complete, and correct to the best of my knowledge and belief, and is provided in good faith. I understand that a knowing and willful false statement on this application can be punished by fine, imprisonment, or both.

I agree that my badge will be returned to the Airport at completion of employment.

Applicants Signature: _____

Date: _____

SECTION II – EMPLOYER/DESIGNATED CERTIFICATION OFFICIAL	
EMPLOYERS NAME	
ADDRESS	
PHONE NUMBER	DATE OF HIRE
AOA/AND/OR SECURED AREA ACCESS <div style="text-align: center;"> <input type="checkbox"/> REQUESTED <input type="checkbox"/> NOT REQUESTED </div>	
CERTIFICATION: <ol style="list-style-type: none"> 1. An employment verification check of the above applicant's previous 10 years with verification of 5 years for SIDA. (See Attached) 2. I acknowledge responsibility to ensure that the applicant has read and understands AVP applicable procedure and instructions. 3. I acknowledge responsibility for any FAA fines levied against the Wilkes-Barre/Scranton Int'l Airport, which were caused by the failure of one of our employees to adhere to the Wilkes-Barre/Scranton Int'l Airport Security program. 4. I agree to report any lost badges and return of ID Badges upon termination or transfer of my employee. I also agree to pay Two hundred fifty dollars (\$250.00) fine for each badge not returned to the Wilkes-Barre/Scranton Int'l Airport by employees who have been transferred or terminated. 	
Print Name: _____	
Authorized Signature: _____	
SECTION III – AVP AIRPORT PUBLIC SAFETY OFFICE	
AVP AIRPORT PHOTO ID CARD #	DATE OF RE-ISSUANCE
SIGNATURE:	DATE:
SECTION IV – APPLICANT'S RECEIPT OF CARD	
I ACKNOWLEDGE RECEIPT OF CARD NUMBER:	
SIGNATURE:	DATE:

TEN – YEAR EMPLOYMENT HISTORY

<u>FROM:</u>
<u>TO:</u>
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SIDA CERTIFICATION

1. I certify that an employment check of this applicant has been conducted and verified for the previous two (2) years.
2. I certify that the applicant has not been convicted or found not guilty by reason of insanity.
3. I certify that a full explanation for any gaps in employment or more than 12 months during the previous two-year period is on file.
4. I agree to make available to the Airport upon request, all employment history records, name of contacts and dates for the purpose of audit of the employee.

Signature

date