

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 Authority, ALL applicants must be able to confirm a 20-year history of employment, school enrollment, or other activity or reason that would explain a break in dates listed on the application.

ALL LNAA 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

DATES EMPLOYED

EMPLOYER’S TELEPHONE NUMBER

SUPERVISOR’S NAME

NOTICE TO EMPLOYMENT APPLICANTS



Lehigh Valley International Airport
3311 Airport Road
Allentown, PA 18109

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

Be sure to follow the instructions on the application carefully. Judgments about your qualifications may be made on the basis of 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 with the Authority during this period.

To apply for non-Authority positions: (for example: airlines, car rental companies, security screening, concessions, or other airport tenants) applications must be made directly to that specific organization. The Authority cannot accept or forward applications 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 Authority. This list is for informational purposes only—it is not an indication of any openings.

- Administrative Staff/Clerical (specify area of interest if known)
- Baggage Porter
- Custodial
- Emergency Communications Center
- Firefighting & Rescue
- Maintenance (specify area of trade/craft/skill if known)
- Passenger Support (Skycap, Valet Parking, Wheelchair Services)
- Parking Booth
- Police
- Fixed Based Operator (FBO):
 - Customer Service
 - Line Techs
 - Ramp Agent

Thank you for your interest in employment with the Lehigh-Northampton Airport Authority.

Equal Opportunity Employer
Drug-Free/Smoke-Free Workplace





**DISCLOSURE TO EMPLOYMENT APPLICANT
RELEASE FOR THE PROCUREMENT OF
A CONSUMER REPORT**

In connection with your application for employment, we may procure a consumer report on you as part of the process of considering your candidacy as an employee. In the event that information from the report is utilized in whole or in part in making an adverse decision with regard to your potential employment, before making the adverse decision, we will provide you with a copy of the consumer report and a description in writing of your rights under the Federal Fair Credit Reporting Act.

The Fair Credit Reporting Act gives you specific rights in dealing with consumer report agencies. You will be given a summary of these rights together with this document.

By your signature below, you hereby authorize us to obtain a consumer report and/or an investigative report about you in order to consider you for employment.

Applicant's Name: _____
(Please Print)

Applicant's Address: _____

City/State/Zip: _____

Signature: _____

Social Security #: _____

Date of Birth: _____

APPLICATION FOR EMPLOYMENT



Lehigh Valley International Airport
3311 Airport Road
Allentown, PA 18109

The Lehigh-Northampton Airport Authority considers applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability, or any other legally protected status.

PLEASE PRINT

Position(s) Applied For: _____ Date of Application: _____

How did you learn about us?

Advertisement Employment Agency Friend Relative Walk-In Other: _____

Name of Source (if applicable): _____

Name: _____
Last First Middle Initial

Address: _____
Number/Street City State Zip Code

Telephone: (____) _____ Social Security Number: _____

If you are under 18 years of age, can you provide required proof of your eligibility to work? YES NO

Have you filed an application here before? YES NO If Yes, give date: _____

Have you ever been employed here before? YES NO If Yes, give date: _____

Are you related to anyone who is currently employed here? YES NO

If Yes, give name (s) and relationship(s): _____

Are you presently employed? YES NO May we contact your present employer? YES NO

Are you legally authorized to work in the United States? YES NO

If employed, proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? _____

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

If part time or shift work, state days/hours you are available to work: _____

Are you currently on "lay off" status and subject to recall? YES NO

Can you travel if position requires it? YES NO

Minimum Salary Required: _____

Have you ever been convicted of a crime? YES NO

Conviction will not necessarily disqualify an applicant from employment.

If Yes, explain: _____

★ ★ ★ WE ARE AN EQUAL OPPORTUNITY EMPLOYER ★ ★ ★

EDUCATION

	High School	Undergraduate College/University	Graduate/ Professional	Technical
School Name & Location				
Years Completed	9 10 11 12	1 2 3 4	1 2 3 4	
Diploma/Degree				
Describe Course of Study				
Describe any Specialized Training, skills or extracurricular activities				

ADDITIONAL INFORMATION

Describe any special accomplishments, publications, awards or honors received, etc.: _____

List professional, trade, business or civic activities and offices held: (You may exclude memberships which would reveal sex, race, color, religion, national origin, age, ancestry, disability, or other protected status.) _____

State any additional information you feel may be helpful to us in considering your application: _____

READ CAREFULLY BEFORE COMPLETING THE SECTION BELOW: Do not provide driver's license information unless required to do so. Driver's License information **must** be provided in order for you application to be considered **if** either of the following apply:

- You are applying for a position in any of the following areas: Firefighting & Rescue; Maintenance; Police; Valet Parking; OR
- You are applying for any other specific position which is open at the time of your application *and* requires a driver's license.

Do you have a valid Driver's license? YES NO Does not apply.

Issuing State: _____ License #: _____

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, handicap, or other protected status. If you need additional space, please continue on a separate sheet of paper.

<u>1.</u>	Employer:	<u>Date Employed</u>		<u>Work Performed</u>
	Address:	From:	To:	
	Telephone Number:	<u>Hourly Rate of Salary</u>		
	Job Title:	Starting:	Final:	
	Supervisor:			
	Reason for Leaving:			
<u>2.</u>	Employer:	<u>Date Employed</u>		<u>Work Performed</u>
	Address:	From:	To:	
	Telephone Number:	<u>Hourly Rate of Salary</u>		
	Job Title:	Starting:	Final:	
	Supervisor:			
	Reason for Leaving:			
<u>3.</u>	Employer:	<u>Date Employed</u>		<u>Work Performed</u>
	Address:	From:	To:	
	Telephone Number:	<u>Hourly Rate of Salary</u>		
	Job Title:	Starting:	Final:	
	Supervisor:			
	Reason for Leaving:			
<u>4.</u>	Employer:	<u>Date Employed</u>		<u>Work Performed</u>
	Address:	From:	To:	
	Telephone Number:	<u>Hourly Rate of Salary</u>		
	Job Title:	Starting:	Final:	
	Supervisor:			
	Reason for Leaving:			

EMPLOYMENT EXPERIENCE

List 3 business/professional references who are not related to you and who are not previous supervisors.

<u>1.</u>	_____	_____	_____	_____	_____
	Name	Address	Phone #	Relationship	Years Known
<u>2.</u>	_____	_____	_____	_____	_____
	Name	Address	Phone #	Relationship	Years Known
<u>3.</u>	_____	_____	_____	_____	_____
	Name	Address	Phone #	Relationship	Years Known

APPLICANT STATEMENT

I certify that answers given herein 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. I release from liability the employer and its representatives for seeking, gathering, and using such information and all other persons or organizations for furnishing such information.

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 an employee may resign at any time, and the employer may discharge and 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 the Authority's Executive Director.

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

This application shall be considered active for a six month period of time.

It is the Authority's policy to consider all qualified applicants without regard to any protected status, including disability or applicant's need for a reasonable accommodation as required under ADA.

Signature of Applicant

Date

