

APPLICATION FOR EMPLOYMENT



DuPage Airport Authority, DuPage Flight Center & Prairie Landing Golf Club

DuPage Airport Authority
2700 International Drive, Suite 200
West Chicago, IL 60185

The filing of this application is a preliminary step to employment. Acceptance of this application by DuPage Airport Authority or any of its divisions does not imply that you will be employed or that you are obligated to accept employment.

It is the policy of DuPage Airport Authority to fill each job on a merit basis and to provide equal employment opportunity without regard to race, color, national origin, religion, sex, age, veteran's status or handicap.

Please read and indicate your agreement by signing the following statement:

I affirm that the information and statements contained in this application are true and correct to the best of my knowledge. I understand that DuPage Airport Authority will verify the information and that any misrepresentations may lead to the withdrawal of any offer of employment or termination of employment if an employment relationship has begun. I authorize DuPage Airport Authority and its agents to investigate all information and statements in this application and authorize the persons and references listed herein to provide the DuPage Airport Authority with all information they may have in connection with such investigation. I understand that, if employed, my employment is not intended to continue for any definite period and may be terminated at any time, for any reason, at the option of either DuPage Airport Authority or myself.

ALL INFORMATION CONTAINED IN THIS APPLICATION WILL BE VERIFIED.

Signature Date

Position Applied For

ALL INFORMATION PROVIDED IN THIS APPLICATION IS CONFIDENTIAL.

GENERAL INFORMATION

 First Name Middle Name Last Name Social Security Number

 Street Address

 City State Zip

 Home Phone Business Phone (If we may contact you there)

_____-_____-_____

Do friends or relatives work at DuPage Airport Authority? (Please circle) Yes No

If yes, list name(s), relationship(s): _____

EMPLOYMENT EXPERIENCE

Beginning with your most recent position, please list all employment, including part-time work.

FROM	TO	NAME, ADDRESS & PHONE #	POSITION HELD	SUPERVISOR NAME	REASON FOR LEAVING	SALARY AT: START/TERM

If your last name during any employment above was different from the one you now have, please indicate other name(s) and relevant date(s): _____

Have you even been discharged or advised to resign from employment? (Please circle) Yes No

If yes, please explain: _____

POSITION DESIRED

Job Title/Type _____

Yearly Salary Desired _____

Have you previously worked at any of the Airport Authority divisions?
 (Please circle) Yes No

If yes, please indication where and when: _____

HOURS DESIRED PLEASE CHECK	
Full Time	<input type="checkbox"/>
Part Time	<input type="checkbox"/>
Temporary	<input type="checkbox"/>
Days	<input type="checkbox"/>
Evenings	<input type="checkbox"/>
Nights	<input type="checkbox"/>
Weekends	<input type="checkbox"/>

EDUCATION

SCHOOL(S) ATTENDED	NAME & ADDRESS OF SCHOOL(S) (CITY, STATE, ZIP)	COURSE OF STUDY	DATES (FROM/TO)	DEGREE OR NUMBER OF CREDIT HOURS	DID YOU GRADUATE?
High School(s)	_____				

College or University	_____				

Other(s)	_____				

GED _____ Date Received _____ Received From _____

Do you plan to continue your formal education? (Please circle) Yes No

If yes, at what level(s)?: _____

JOB RELATED SKILLS

Please list any job related skills below that may be pertinent to your application.

ADDITIONAL COMMENTS

You may use the space below for any additional comments which you would like to make pertinent to your job application. Such comments might cover work-related experience not previously noted and/or your personal interests, hobbies and membership in civic, professional or social organizations which you believe are relevant to your qualifications for employment. You need not, and preferably should not, list any organization(s) indicative of race, color, national origin, religion, sex, age, veteran’s status or handicap.

Please note: If an offer of employment is extended to you, Federal law requires that you provide us with certain documents verifying your U.S. citizenship or authorization to work in the United States. A list of the appropriate documents will be provided to you before a job offer is made.