

APPLICATION FOR EMPLOYMENT KERRVILLE-KERR COUNTY AIRPORT

1877 Airport Loop Road, Kerrville, TX 78028
Telephone: (830) 896-9399, Fax: (830) 896-9449

Instructions: All applications for employment must be made on this form. Applicants are urged to consider carefully and understand fully each question and having done so, to fill in ALL blanks accurately. Neatness is important. Please use blue or black ink only. Resumes will be accepted as a supplement to the application but not in place of it. Incomplete applications will not be processed. Kerr County is an Equal Opportunity Employer. Federal and State laws prohibit discrimination in employment practices because of race, color, religion, sex, age, national origin, or disability.

NOTE: ONLY COMPLETED APPLICATIONS WILL BE PROCESSED.

APPLYING for POSITION

(PLEASE PRINT) _____ Date _____

Referral Source: Advertisement () Walk-In () Friend () Relative () Internet () Other ()

Name

Last First Middle
Address _____

Street City State Zip Code _____

Phone Number with Area Code _____ Social Security Number _____

Driver's License Number and State _____ Type of License _____

EDUCATION

Do you have a high school diploma or a G.E.D. ____ Yes ____ No.

Name of High School _____

Vocational/Technical College/University College/University: ____ Yes ____ No.

School Name _____

School Address _____

City/State/Zip Code _____

Telephone Number _____

Semester Hrs Completed _____

Major/Minor Concentration _____

Name(s) of Diploma/Degree _____

SKILLS AND/OR EXPERIENCE

OFFICE SKILLS

Typing _____ wpm; Shorthand _____ wpm; Word Processing _____; 10 Key by Touch _____

Word Processing Software (Please List):

Spreadsheet Software (Please List):

Describe Specialized Training:

Are you bilingual? _____ Yes _____ No
 If yes, in what language(s)? _____
 Other Specialized Training: _____

AIRPORT CONSTRUCTION/ MAINTENANCE SKILLS

Front End Loader _____ Dozer _____ Diesel Mechanic _____ Roller _____
 Grader _____ Dump Truck _____ Grade-all _____
 Other Equipment (Please List): _____
 List any Licenses or Certificates you hold: _____
 Do you have military experience? ____ Yes ____ No Branch _____ Type of Discharge _____

EMPLOYMENT INFORMATION

If the answer to any of the following questions is YES, list details in the remarks section. (Attach additional sheet, if necessary).

- | | | |
|------------------|-----|----|
| Question: | Yes | No |
|------------------|-----|----|
1. Have you ever been fired or asked to resign from a job within the last five (5) years?
 If so, explain on additional sheet.
 2. Are you currently an employee with the City of Kerrville or Kerr County? Which Dept.? _____
 3. Have you worked for the City of Kerrville or Kerr County Previously?
 When? _____
 4. Do you have relatives working for the City of Kerrville or Kerr County?
 If so, please list on additional sheet.
 5. Have you ever been bonded?
 If so, when and for whom?
 6. Have you been charged, convicted, placed on deferred adjudication, or pretrial diversion for a crime other than a minor driving offense?
 If so, please list and explain on additional sheet.

EMPLOYMENT EXPERIENCE

Please list your most recent job first, including military service assignments and volunteer experience or activities.

Job Title Dates Employed	
From (M/D/Y)	
To (M/D/Y)	
Work Performed	
Employer	
Address City State Zip	
Telephone Number	
Hourly Rates/Salary	Starting _____ Final _____
Supervisor	
Hours Worked Per Week	
Reason For Leaving	
Job Title Dates Employed	

From (M/D/Y)	
To (M/D/Y)	
Work Performed	
Employer	

Address City State Zip	
Telephone Number	
Hourly Rates/Salary	Starting _____ Final _____
Supervisor	
Hours Worked Per Week	
Reason For Leaving	

Job Title Dates Employed	
From (M/D/Y)	
To (M/D/Y)	
Work Performed	
Employer	
Address City State Zip	
Telephone Number	
Hourly Rates/Salary	Starting _____ Final _____
Supervisor	
Hours Worked Per Week	
Reason For Leaving	

Job Title Dates Employed	
From (M/D/Y)	
To (M/D/Y)	
Work Performed	
Employer	
Address City State Zip	
Telephone Number	
Hourly Rates/Salary	Starting _____ Final _____
Supervisor	
Hours Worked Per Week	
Reason For Leaving	

IF YOU NEED ADDITIONAL SPACE, PLEASE CONTINUE ON A SEPARATE SHEET OF PAPER.

Former names under which your references and/or former employers would know you:

Are there any of your former employers that we should not contact concerning this application?

_____ Yes _____ No.

If Yes, explain: _____

REFERENCES

Please list at least three individuals who know you in a business/work context and whom you agree we may contact to ask them about your suitability for the position you are being considered for:

Name	
Address:	
City, State & Zip Code:	
Telephone:	
Number of Years Known:	

Name	
Address:	
City, State & Zip Code:	
Telephone:	
Number of Years Known:	

Name	
Address:	
City, State & Zip Code:	
Telephone:	
Number of Years Known:	

CERTIFICATION

I understand that I will be required to pass a drug and/or alcohol test prior to employment. I also understand that if I am a new employee I give my consent to the Kerrville-Kerr County Airport Manager to conduct a background investigation including reference checks, criminal searches and verification of credentials.

I hereby certify that the foregoing statements are true and correct to the best of my knowledge and belief, and hereby grant the Kerrville-Kerr County Airport Manager permission to verify such answers. I understand that any false statement on this application may be considered as sufficient cause for rejection of this application, or dismissal if such false statement on this application is discovered subsequent to my employment. The employment "at-will" rule in Texas means an employer or employee may terminate an employment relationship with or without cause, at any time.

I acknowledge that my employment will be contingent upon my providing the Kerrville- Kerr County Airport with positive proof of identification and proof of eligibility to work in the United States.

Signature

Date