



DUPAGE AIRPORT AUTHORITY
2700 International Drive, Ste. 200
West Chicago, Illinois 60185

APPLICATION FOR EMPLOYMENT

It is the policy of the DuPage Airport Authority to provide all persons equal employment opportunities. This policy prohibits discrimination because of race, religion, national origin, ancestry, age, sex, sexual orientation, marital status, or physical or mental impairments unrelated to the ability to perform essential job functions. We welcome you as an applicant for employment.

All information contained in or connected with this application will be considered personal and confidential and used only in conjunction with your possible employment by the DuPage Airport Authority. Please furnish us with **COMPLETE** information as outlined in this application. Incomplete applications will **NOT** be considered. You are encouraged to submit a resume or any other additional information, which you believe relates to your qualifications for the position(s) for which you are applying.

Position(s) Applied For: _____

Date of Application: _____

Personal Information:

Last Name First Name Middle Name

Street Address City State Zip Code

Home Phone Cell Phone Email Address

Date Available to Begin Work

Work Type:

Please indicate the type of employment desired:

Full-Time Part-Time Temporary Summer

Referral Source:

Please indicate how you heard about the job you are applying for:

Walk-in Employee/Relative Newspaper Website

Other Source: _____
(Please describe)

Background Information:

Have you filed an application here before? Yes No

If yes, give position applied for: _____

Have you ever been employed here before? Yes No

If yes, give dates: From _____ to _____

Is any of your employment data under a different name? Yes No

If yes, state name: Last Name: _____ First Name: _____ Middle Initial: _____

Do you have friends or relatives currently employed with the DuPage Airport Authority, DuPage Flight Center and/or Prairie Landing Golf Club? Yes No

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

If hired, can you provide proof that you are authorized to work in the United States on an unrestrictive basis? Yes No

(Proof of U.S. citizenship or immigration status will be required upon employment)

Are you capable of satisfactorily performing the essential job duties of the position, with or without reasonable accommodation, for which you are applying?

(See position description) Yes No

Have you ever pled guilty or “no contest” to, or been convicted of a serious misdemeanor or felony? Such conviction may be relevant if job related, but does not bar you from employment. *(Convictions for marijuana related offenses that are more than two years old need not be listed.)* Yes No

If yes, please give dates and details:

DuPage Airport Authority

Do you have a valid driver's license? _____ Yes _____ No

Do you have a valid Commercial Driver's License (CDL)? _____ Yes _____ No

Education:

Please indicate the last three that you have attended:

School/Technical Training	Years Completed	Degree or Diploma	GPA/Class Rank	Major	Minor

References:

List name and telephone number of three business/work references that are not related to you and are not previous supervisors. If not applicable, list three school or personal references that are not related to you.

Name	Telephone Number	Years Known	Business/School/Personal

Employment History:

List your last three (3) employers, assignments or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in the comments section below.

Employer #1:

Employer Name/Address	Phone:	Full-Time/Part-Time
Dates Employed: From _____ To _____		
Job Title: _____		
Immediate Supervisor: _____		
Reason for Leaving: _____		
May we contact for reference? _____ Yes _____ No		

Employer #2:

Employer Name/Address	Phone:	Full-Time/Part-Time
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Dates Employed: From _____ To _____
Job Title: _____
Immediate Supervisor: _____
Reason for Leaving: _____
May we contact for reference? Yes No

Employer #3:

Employer Name/Address	Phone:	Full-Time/Part-Time
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Dates Employed: From _____ To _____
Job Title: _____
Immediate Supervisor: _____
Reason for Leaving: _____
May we contact for reference? Yes No

Comments: _____

Skills and Qualifications:

Summarize special skills, qualifications, or training acquired from employment or other experiences that may qualify you to work for the DuPage Airport Authority.

Professional Certifications:

Please list any professional certifications you have in this area.

Resume:

Are you including a resume? Yes No

Please Read Carefully:

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that falsified statements or omission of facts on this application shall be considered sufficient cause for termination of employment or cancellation of application.

I understand and agree that the DuPage Airport Authority is hereby authorized to thoroughly investigate my character, employment record, references, education, and other matters related to my suitability for employment. I further understand that such inquiries will include checking police records for convictions. I hereby release from liability the employer and its representative for seeking such information and all other persons, corporations or organizations for furnishing such information. I understand that I may request reasonable accommodation if needed, due to disability, in order to participate in the overall application process.

This application is current for 3 months from the date it was submitted. At the conclusion of this time, if I have not heard from the DuPage Airport Authority and still wish to be considered for employment, it will be necessary to complete a new application.

I understand the filing of this application or participation in an interview in no way constitutes an employment contract with the DuPage Airport Authority. I acknowledge the right of the DuPage Airport Authority to make changes in policy and benefits where not specified or covered by contract without notice.

I understand that any offer of employment is conditional upon the successful completion of a background check, drug screen and/or physical exam. Should I become employed, I agree to conform to all rules and regulations of the DuPage Airport Authority. I understand that I have the right to terminate my employment at any time and the DuPage Airport Authority retains the same right.

Signature:

I have read and understand the above statement. This application is complete and accurate to the best of my knowledge.

(Your application will not be accepted unless this box is checked.)

_____ Yes _____ No

Signature of Applicant: _____

Date: _____

