



# COASTAL CAROLINA

Regional Airport

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## Employment Application

Coastal Carolina Regional Airport does not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, national origin, sex, marital status, age, disability, veteran status or any other status protected by law. Employment with Coastal Carolina Regional Airport is at the will of the employee and the organization.

<b>Position applying for:</b>			
<b>PERSONAL INFORMATION</b>			Date of Application:
First Name	Middle Name	Last Name	
Present Address	Street	City	State ZIP
Home Phone (     )	Cell Phone (     )	Email	
Are you age 18 or older? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you eligible to legally work in the U.S.? Yes <input type="checkbox"/> No <input type="checkbox"/>	Have you ever applied to CCRA before? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, when?	Have you ever worked at CCRA before? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, when?
How were you referred for employment to the Coastal Carolina Regional Airport?			
Have you been convicted of a felony within the last ten (10) years? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If you answered yes, please explain, including dates:			

<b>JOB REQUIREMENTS</b>	Salary Desired:        \$ <input type="checkbox"/> per year <input type="checkbox"/> per hour
Are you seeking: <input type="checkbox"/> part time <input type="checkbox"/> full time  <input type="checkbox"/> regular <input type="checkbox"/> temporary	Date available to begin work: _____ / _____ / _____
<b>Days/Hours available to work:</b>	
<input type="checkbox"/> Available any time	<input type="checkbox"/> Thursday _____
<input type="checkbox"/> Monday _____	<input type="checkbox"/> Friday _____
<input type="checkbox"/> Tuesday _____	<input type="checkbox"/> Saturday _____
<input type="checkbox"/> Wednesday _____	<input type="checkbox"/> Sunday _____

EDUCATION HISTORY	Name and Location of School	Years Completed	Course of Study	Diploma/Degree
HIGH SCHOOL				
COLLEGE				
OTHER				

Please list any special skills, training, licenses or certifications:

EMPLOYMENT HISTORY (Please list past 3 employers, including military service, starting with the most recent)			
Date Month and Year	Employer	Position Title/Duties	Reason for Leaving
To:	Name		
From:	Address		
Supervisor/Title		Ending Salary	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Month and Year	Employer	Position Title/Duties	Reason for Leaving
To:	Name		
From	Address		
Supervisor/Title		Ending Salary	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Month and Year	Employer	Position Title/Duties	Reason for Leaving
To:	Name		
From	Address		
Supervisor/Title		Ending Salary	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

PROFESSIONAL REFERENCES (Please provide 3 professional references)			
Name	Relationship	Employer	Phone
			( )
			( )
			( )

**ACKNOWLEDGEMENT**

**Misrepresentation/Omission.** I hereby affirm that the foregoing answers and statements are true and correct and authorize the investigation of all statements contained in this application. I understand that Coastal Carolina Regional Airport will attempt to verify my answers and statements as it may see fit, and if false or misleading information or omission of facts called for in this employment application are discovered, the selection process will immediately terminate, or if discovered after hire, will result in termination.

**Verification/Reference Checks/Investigation.** I give my permission to Coastal Carolina Regional Airport to conduct a background check in full compliance with the Fair Credit Reporting Act (FCRA) and to obtain all necessary information from my references, previous employers, educational institutions, or any other source concerning my prior employment, education, personal history or character. I release all such persons from liability to damages incurred as a result of these inquiries and for providing this information with or without prior written notice to me.

**Driver's License.** I understand that I will be required to provide and maintain a valid North Carolina driver's license if it is a requirement of the job.

**Drug/Alcohol Screening and Physical Exam.** I understand and acknowledge that I may be required to successfully pass a drug screen and physical examination as a condition of employment. I further hereby consent to a pre-employment drug screen and physical exam and the release of any medical information as may be deemed necessary to judge my capability to perform the work for which I am applying. I understand that refusal to submit to the tests or failure to pass the tests will disqualify me from further consideration for employment. I also understand that I may again be required to submit to a drug test or physical exam during my employment with the Coastal Carolina Regional Airport and if I refuse to take the test(s) or fail to pass the test(s), I may be suspended or terminated immediately.

**Fingerprinting.** I agree to be fingerprinted as a condition of employment, during my employment, and as the FAA requires. I further understand my fingerprint record will be processed by the FBI.

**Immigration Reform Control Act of 1986.** I understand that, as a condition of my employment, I must furnish in a timely manner appropriate documents and satisfy the employment and eligibility requirements of this Act.

**At Will.** I understand that this application does not constitute an employment contract of any kind. I further understand and agree that, unless specifically altered by a written contract executed by the Airport Director, my employment with Coastal Carolina Regional Airport is for no definite time period and may be terminated "at will" by me or by Coastal Carolina Regional Airport at any time, for any reason, with or without just cause or previous notice. I understand that any offer of employment or my acceptance of employment may be withdrawn for any reason at any time and without prior notice by me or Coastal Carolina Regional Airport.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_