

DATE: _____

APPLICATION FOR EMPLOYMENT

FORT SMITH REGIONAL AIRPORT

6700 McKennon Blvd., Suite 200

Fort Smith, Arkansas 72903

PLEASE PRINT

The Fort Smith Regional Airport is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of non-job-related medical condition or handicap, and any other legally protected status.

NAME: LAST FIRST MIDDLE				TELEPHONE NUMBER	
PRESENT ADDRESS				SOCIAL SECURITY NUMBER	
				DESIRED POSITION(S)	
DESIRED STARTED DATE		DESIRED SALARY/WAGE		ARE YOU WILLING TO WORK SHIFTS?	
HAVE YOU EVER BEEN EMPLOYED BY THE FORT SMITH REGIONAL AIRPORT? IF YES, WHEN?					
ARE YOU A VETERAN OR HAVE YOU SERVED IN THE U.S. MILITARY? IF YES, GIVE DATE AND TYPE OF DISCHARGE:					
HAVE YOU EVER BEEN CONVICTED OF A FELONY? IF YES, GIVE DETAILS AND DATES:					
DO YOU HAVE ANY PHYSICAL, MENTAL, AND/OR MEDICAL CONDITIONS THAT MAY INTERFERE WITH GOOD JOB PERFORMANCE? IF YES, GIVE DETAILS:					
DO YOU HAVE A DRIVER'S LICENSE? IF YES, GIVE DRIVER'S LICENSE NUMBER:					
EDUCATION:					
	SCHOOL NAME	LOCATION	DATES	# YEARS COMPLETED	DEGREES RECEIVED OR MAJOR COURSES
HIGH SCHOOL:					
COLLEGES:					
OTHER SCHOOLS:					
SKILLS AND QUALIFICATIONS (SUMMARIZE JOB-RELATED SKILLS AND QUALIFICATIONS ACQUIRED FROM YOUR PREVIOUS EMPLOYMENT AND OTHER EXPERIENCES):					
PROVIDE 3 REFERENCES (DO NOT INCLUDE FORMER EMPLOYERS OR RELATIVES):					
NAME	ADDRESS		OCCUPATION	TELEPHONE NUMBER	
CURRENT AND PRIOR EMPLOYMENT (LIST CURRENT OR LAST EMPLOYER FIRST):					

EMPLOYER AND ADDRESS:	DATES EMPLOYED: FROM: TO:	SALARY RECEIVED: START: FINAL:
TELEPHONE:	SUPERVISOR:	
DESCRIBE POSITION HELD AND WORK PERFORMED:	REASON FOR LEAVING:	
EMPLOYER AND ADDRESS:	DATES EMPLOYED: FROM: TO:	SALARY RECEIVED: START: FINAL:
TELEPHONE:	SUPERVISOR:	
DESCRIBE POSITION HELD AND WORK PERFORMED:	REASON FOR LEAVING:	
EMPLOYER AND ADDRESS:	DATES EMPLOYED: FROM: TO:	SALARY RECEIVED: START: FINAL:
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DESCRIBE POSITION HELD AND WORK PERFORMED:	REASON FOR LEAVING:	
EMPLOYER AND ADDRESS:	DATES EMPLOYED: FROM: TO:	SALARY RECEIVED: START: FINAL:
TELEPHONE:	SUPERVISOR:	
DESCRIBE POSITION HELD AND WORK PERFORMED:	REASON FOR LEAVING:	

ATTACH ADDITIONAL SHEETS IF NEEDED.

PRE-EMPLOYMENT STATEMENT

NOTE - READ THE FOLLOWING CAREFULLY BEFORE SIGNING BELOW.

By signing below, I voluntarily give the Fort Smith Airport Commission the right to conduct a thorough review of my past employment history and activities. I further release all persons and organizations from any liability in supplying any information necessary for this review. I understand that any misrepresentation or omission of facts requested on this application will be sufficient cause for immediate discharge should I gain employment with the Fort Smith Regional Airport Commission. I further agree, should I gain employment, that I will comply and abide with all rules, regulations, and conditions of employment with the Fort Smith Airport Commission.

Applicant's Signature:

Date:

SEE ATTACHED APPLICANT NOTIFICATION

Applicant Notifications

- 1. Applicants are required to provide 10-year employment history.**
- 2. Any person offered employment at the Fort Smith Regional Airport will submit to a drug and alcohol screen by a physician of the Airport's selection and also as often as requested during employment. Any employee failing to pass any such examination may not be retained in the Airport's service.**
- 3. Employment at the Fort Smith Regional Airport is subject to the successful completion of a criminal history check, which includes FBI records check (fingerprint), and an employment history verification. Conviction of a criminal act, or a finding of not guilty by reason of insanity, could disqualify an applicant from employment at the Fort Smith Regional Airport. More information may be obtained at the Administration Office of the Fort Smith Regional Airport.**

Secretary/Clerk

Part time position, M-F, 3 to 4 days a week, 8 am to 1 pm and occasionally more hours may be required. Salary is \$9.50 per hour. No Benefits are provided for this position.

Examples of duties/tasks (not meant to be inclusive)

Administrative duties

Performs a variety of routine clerical tasks for administrative staff
Greets visitors and answers phones: Provides information, takes and relays messages and/or directs calls to appropriate personnel, and returns calls as necessary
Effectively communicates in person or on the telephone with citizens, officials, and employees
Receives, opens and distributes incoming mail and prepares outgoing mail
Copies and distributes correspondence, memoranda, reports and other related materials
Prepares, generates, updates and maintains letters, memos, reports, records, and other documents
Maintains filing including scanning to electronic filing system
Coordinates website changes, airport tours, and prior permission requests (PPR's)
Prepares initial copies of commission meeting agendas and minutes
Maintains office supplies and equipment maintenance
Operates a variety of office machines involving the use of typing skills
Assist as needed:
 With HR & Payroll duties: process timecards and timesheets, record payroll, vacation and sick leave, distribute payroll, maintain and update personnel records
 With administrative, archival and/or personnel files for organization
 With records, enplanement information, airline schedules, landing fee reports, tenant reports, tenant and employee lists and phone lists, ACI reports, accounting instructions

Accounting duties

Performs a variety of routine accounting tasks manually and on computer accounting system
Interacts with staff members, vendors, etc. regarding routine accounting matters
Process AR receipts: records checks received, make deposits as needed

Other duties

Serves as initial contact for customers
Establishes and maintains effective working relationships with customers: staff members, commissioners, tenants, general public, etc.
Handles public relations in a professional manner
Receives and processes complaints, securing and providing information and/or directs to appropriate person
Interprets routine information and determines action required
Maintains administrative offices in organized and presentable conditions to included extra offices, store rooms, kitchen, file cabinets
Maintains and exhibits integrity and discretion in the handling of confidential data and matters concerning policy, personnel, etc.
Assists with airport security related tasks
Performs other duties and tasks as needed