



ERIE-OTTAWA INTERNATIONAL AIRPORT

KPCW | CARL R. KELLER FIELD

3255 E. STATE ROAD PORT CLINTON, OHIO 43452 | 419-734-6297 | PORTCLINTONAIRPORT.COM

EMPLOYMENT APPLICATION INFORMATION

APPLICATIONS WILL ONLY BE ACCEPTED FOR POSITIONS CURRENTLY POSTED AND AVAILABLE.

PLEASE READ THE FOLLOWING INFORMATION BEFORE COMPLETING THE APPLICATION.

1. Completing and submitting your employment application does not guarantee a job offer or a job interview. Your application will be reviewed and considered with others who have submitted applications for the same job opportunity. Decisions about interviews will be based on those considerations. If we wish to schedule an interview, we will call you. Please, no unsolicited phone calls.
2. The employment application must be **completed in its entirety** to be considered.
3. If the information provided on the application cannot be satisfactorily verified or is found to be untruthful, your application could be considered incomplete or unacceptable.
4. We do not accept or retain unsolicited applications. Applications are filed according to specific, posted job opportunities.
5. Due to the large number of applications received and the competitive nature of our employment process, we are not able to release specific reasons for employment decisions.
6. Depending on the position, applicants considered for employment may be subject to the following:
 - a. Employment reference checks from current and previous employers.
 - b. Post-offer criminal background check (BCI and/or FBI)
 - c. Post-offer drug and alcohol screen
 - d. Post-offer physical examination
 - e. Motor Vehicle Record check
 - f. Check of personal references
 - g. Verification of training, certifications, and /or post-secondary educational degrees

If you have questions regarding the application process or posted positions, please contact the Airport Director at: director@portclintonairport.com, or via the contact information at the top of this page.

Erie-Ottawa Regional Airport Authority, dba Erie-Ottawa International Airport, is an Equal Opportunity Employer.

Please, no unsolicited phone calls.

Erie-Ottawa Regional Airport Authority, dba Erie-Ottawa International Airport, is an equal opportunity employer and employment decisions are made without regard to race, color, religion, gender, gender identity or sexual orientation, age, national origin, disability, military status, genetic testing, or other unlawful bias except when such a factor constitutes a bona fide occupational qualification.

EDUCATION

Upon employment, the successful applicant may be required to provide proof of graduation or GED.

Name and Location of School <i>(fill in under appropriate level)</i>	Highest Level Completed <i>(CIRCLE ONE)</i>	Did you Graduate? <i>(Yes or No)</i>	Field of Study <i>(brief description or degree)</i>
High School or GED Courses	9 10 11 12		
College or Trade School	1 2 3 4 5 5+		
Graduate or Business School	1 2 3 4 5 5+		

List special equipment or machines you can operate: _____

List computer software in which you have skills, including word processing, spreadsheets and data base programs.

Please indicate the name of the specific software: _____

List special clerical skills including keyboarding and shorthand/speedwriting: _____

LICENSES, REGISTRATIONS AND CERTIFICATIONS

Upon employment, the successful applicant must provide copies of all licenses/certifications required for the position.

Do you presently hold a valid State of Ohio driver's license? *(This information will be considered for selection purposes only if such license is required by law to perform the duties of the position for which you are considered.)*

_____ Yes _____ No

If yes, type of license: _____ Operator's _____ Commercial

Driver's License (CDL) Endorsements? _____

Please provide other License/Certification/Apprenticeship information including the certification numbers and expiration dates:

Please list any additional information you feel may be helpful to us when considering your application, including any special skills, business and civic activities, and honors. Exclude those which indicate race, color, religion, sex or national origin:

EMPLOYMENT HISTORY

Provide your work experience starting with your present or last job. All sections must be completed for each employer. Include any job-related military service assignments and volunteer activities. *Exclude organizations that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve, National Guard or any other similarly protected status.*

1. Employer _____ Telephone Number _____

Address _____

Dates Employed: From _____ To _____

Work Performed _____

Supervisor _____ Job Title _____

Reason for Leaving: _____

2. Employer _____ Telephone Number _____

Address _____

Dates Employed: From _____ To _____

Work Performed _____

Supervisor _____ Job Title _____

Reason for Leaving: _____

3. Employer _____ Telephone Number _____

Address _____

Dates Employed: From _____ To _____

Work Performed _____

Supervisor _____ Job Title _____

Reason for Leaving: _____

4. Employer _____ Telephone Number _____

Address _____

Dates Employed: From _____ To _____

Work Performed _____

Supervisor _____ Job Title _____

Reason for Leaving: _____

Please explain any gaps in employment: _____

Have you ever been fired or asked to resign from a job? _____ If yes, please explain _____

PERSONAL REFERENCES

Persons you have known for at least one year. Do not include former employers or relatives.

Name & Occupation	Address	Telephone	Years Known

SUMMARY OF QUALIFICATIONS

Briefly describe the experience, education, training, and other factors that qualify you for the position.

APPLICANT STATEMENT AND SIGNATURE

Please read the statement carefully. Signature is required for application to be complete.

I agree and understand that omissions, misstatements, and falsifications will cause forfeiture on my part of all eligibility to any employment with the Erie-Ottawa Regional Airport Authority dba Erie-Ottawa International Airport and may be cause for rejection of this application, removal of my name from eligibility lists, or discharge from Airport service when it is discovered. I expressly authorize the Erie-Ottawa Regional Airport Authority / Erie-Ottawa International Airport, its representatives, Trustees, or agents the right to investigate and verify any information obtained through the application process. I authorize all individuals, schools, and firms named therein to provide any information requested about me, and I release them from all liability for damage in providing relevant, job-related information that will assist in this process.

I recognize that an offer of employment may be contingent upon successful completion of a pre-employment drug screen, alcohol screen, background investigation, criminal record check, valid and acceptable driving record, physical, and psychological tests. I understand that all conditions of employment, including, but not limited to hours, benefits and salary are subject to change by Erie-Ottawa Regional Airport Authority dba Erie-Ottawa International Airport at any time. I understand that no representative of Erie-Ottawa Regional Airport Authority / Erie-Ottawa International Airport is authorized to make any assurances to the contrary and that no implied, oral and written agreements contrary to the foregoing expressed language are valid unless they are in writing and signed by the Airport Director.

I understand that a new application must be completed for any future job postings or employment opportunities.

I certify that all information I have provided to apply for and obtain employment with Erie-Ottawa Regional Airport Authority / Erie-Ottawa International Airport is true, complete, and correct.

Applicant Signature (Required)

Date Signed

TO: Current or Former Employer

FROM: Clay Finken, Director, Erie-Ottawa International Airport

To Whom It May Concern:

Please complete the attached **Reference Check Form** as authorized by the **Reference Check Release** below, and remit to me at your earliest convenience. Completed forms may be emailed to Director@PortClintonAirport.com or faxed to 419-734-9577.

Thank you for your time and assistance!

REFERENCE CHECK RELEASE

*"I expressly authorize **Erie-Ottawa Regional Airport Authority, dba Erie-Ottawa International Airport**, its representatives, Trustees or agents, the right to investigate and verify any information obtained through the employment application process.*

I authorize all individuals, schools, and employers to provide any information requested about me, and I release them from all liability for damage in providing relevant, job-related information that will assist in the employment applicant consideration process."

Printed Name: _____

Any Other Names Used (Maiden Name, Former Last Names, Nicknames): _____

Signature: _____ Date: _____