

**Bowling Green – Warren County  
Regional Airport**  
(An Equal Opportunity Employer)  
**APPLICATION FOR EMPLOYMENT**



**Return to: Bowling Green – Warren County  
Regional Airport  
1000 Woodhurst Street, Suite 210  
Bowling Green, KY 42103**

**PERSONAL INFORMATION**

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

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City State Zip

County of legal residence: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Business / Cell Phone Number (Only if we can contact you at this number): \_\_\_\_\_

Email Address: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Have you applied with us in the past? \_\_\_\_\_ If so, when? \_\_\_\_\_

Are you related to anyone at the Airport? \_\_\_\_\_ If so, whom? \_\_\_\_\_

How are you related? \_\_\_\_\_

Has your name changed in the last 5 years, and prior name if any? \_\_\_\_\_

**GENERAL QUESTIONS**

1. Do you have a valid driver's license? \_\_\_\_\_ State \_\_\_\_\_ # \_\_\_\_\_

2. Can you provide your own transportation? \_\_\_\_\_

3. Are you a U.S. Citizen? \_\_\_\_\_ If not, are you authorized by the government to work legally in the U.S.? Explain. \_\_\_\_\_

4. Have you ever been convicted of any law violations, including traffic violations? (If so, please explain)

\_\_\_\_\_  
\_\_\_\_\_

5. Have you ever been dismissed or forced to resign from a job? \_\_\_\_\_

**DESIRED EMPLOYMENT**

Position Applying For: \_\_\_\_\_ Salary Desired: \_\_\_\_\_

Full Time? \_\_\_\_\_ Part Time? \_\_\_\_\_ Desired Hours Per Week? \_\_\_\_\_

Are you employed now? \_\_\_\_\_ May we contact your employer? \_\_\_\_\_

Name/Address/Phone Number of current employer: \_\_\_\_\_

Date you can start: \_\_\_\_\_ Are you willing to work overtime? \_\_\_\_\_

Indicate any days or time periods you would be unable to work: \_\_\_\_\_

**EDUCATION**

High School: \_\_\_\_\_

Name & Location	Years Attended	Date Graduated
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College: \_\_\_\_\_

Name & Location	Years Attended	Date Graduated
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Trade/Business School: \_\_\_\_\_

Name & Location	Years Attended	Date Graduated
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**Military Service**

Branch of Service: \_\_\_\_\_ Date of Entry: \_\_\_\_\_

Date of Separation: \_\_\_\_\_ What type of Discharge did you receive: \_\_\_\_\_

Indicate Reserve or National Guard Status, if any: \_\_\_\_\_

**SPECIAL SKILLS/TRAINING/EXPERIENCE/LANGUAGES SPOKEN: \_\_\_\_\_**

**EMPLOYMENT RECORD (Please list your last three employers, starting with most recent)**

Name & Address: \_\_\_\_\_

Supervisors Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Date of Employment: \_\_\_\_\_ to \_\_\_\_\_ Position: \_\_\_\_\_

Full Time or Part Time: \_\_\_\_\_ Salary: Starting \_\_\_\_\_ Final \_\_\_\_\_

List Specific Duties: \_\_\_\_\_

\_\_\_\_\_

Reason for leaving employment? \_\_\_\_\_

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Name & Address: \_\_\_\_\_

Supervisors Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Date of Employment: \_\_\_\_\_ to \_\_\_\_\_ Position: \_\_\_\_\_

Full Time or Part Time: \_\_\_\_\_ Salary: Starting \_\_\_\_\_ Final \_\_\_\_\_

List Specific Duties: \_\_\_\_\_

\_\_\_\_\_

Reason for leaving employment? \_\_\_\_\_

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Name & Address: \_\_\_\_\_

Supervisors Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Date of Employment: \_\_\_\_\_ to \_\_\_\_\_ Position: \_\_\_\_\_

Full Time or Part Time: \_\_\_\_\_ Salary: Starting \_\_\_\_\_ Final \_\_\_\_\_

List Specific Duties: \_\_\_\_\_

\_\_\_\_\_

Reason for leaving employment? \_\_\_\_\_

**REFERENCES** (List three persons not related to you who know your qualifications or who know your character.)

1. \_\_\_\_\_

Name	Address	Phone	Years Acquainted
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2. \_\_\_\_\_

Name	Address	Phone	Years Acquainted
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3. \_\_\_\_\_

Name	Address	Phone	Years Acquainted
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Are there any particular experiences, skills, or qualifications which you feel would especially fit you for work with the Airport in the position (s) for which you have applied?

\_\_\_\_\_

\_\_\_\_\_

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I authorize the Airport to verify of all statements contained in this application. I specifically authorize the Airport to conduct a criminal background investigation. I understand and agree that if a position is offered, and later it is found that the information herein is significantly untrue, incomplete or misrepresented, the Airport is relieved of all commitments to me, and I am subject to immediate discharge without recourse. I understand that any employee handbook which I may receive will not constitute an employment contract, but will be a guideline only to Airport policies. I understand that compliance with the Airport's substance abuse policy is a condition of employment, and that my employment, and continued employment, is contingent on such compliance. I understand that the Airport requires employees to be free of alcohol and drug abuse. I agree to submit to screening for alcohol and drugs in accordance with Airport policy. Further, I understand that if I am hired, my employment is for an introductory period of sixty (60) days during which I may be terminated at any time without prior notice; and therefore subject to the guidelines of the Bowling Green-Warren County Regional Airport Employee Personnel Policies. I authorize prior employers to provide such information concerning my employment with them as may be requested by Airport.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

Remarks: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_