

GALLATIN AIRPORT AUTHORITY

850 GALLATIN FIELD ROAD, SUITE 6 - BELGRADE, MT 59714 - 406-388-6632

APPLICATION FOR EMPLOYMENT

(PLEASE TYPE OR PRINT IN BLACK OR BLUE INK)

The Gallatin Airport Authority (GAA) provides equal employment opportunity to all employees and applicants for employment without regard to race, color, creed, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, physical or mental disability, marital status, genetic information, veteran/military status, political beliefs, vaccination status, or status in a group protected by federal, state, or local laws. Please contact the GAA at 406-388-6632 if you need assistance completing an application.

Employment with the GAA is contingent on passing a seven (7) year pre-employment background investigation, inclusive of employment verification and a motor vehicle report, if applicable. Additionally, passing a 10-year pre-employment Criminal History Background Check (CHRC) necessary to obtain federally mandated security clearances, badging, and access to the Bozeman Yellowstone International Airport and retaining access authority and an active badge with the necessary credentials to perform the essential responsibilities of position are conditions of initial and continued employment.

POSITION APPLYING FOR: _____

CONTACT INFORMATION:

NAME: _____

(LAST)

(FIRST)

(MIDDLE)

ADDRESS: _____

(STREET ADDRESS)

(CITY)

(STATE)

(ZIP)

PHONE: (_____) _____ ALTERNATE PHONE: (_____) _____

EMAIL: _____

EMPLOYMENT QUESTIONS:

Are you at least 18 years of age? Yes ___ No ___

Are you legally authorized to work in the US? (Proof of identity and eligibility will be required upon employment) Yes ___ No ___

Do you now or will you in the future require a sponsorship to work legally in the US? Yes ___ No ___

Have you ever been employed with the Gallatin Airport Authority before? Yes ___ No ___

If yes, give dates _____

Do you have immediate family or a domestic partner employed by the Gallatin Airport Authority? Yes ___ No ___

If yes, list names and relationship _____

What is your base hourly wage or annual salary expectation? _____

When will you be available to begin if selected for the position? _____

Are you available to work shifts (if applying for non-exempt position)? Yes ___ No ___

EMPLOYMENT HISTORY:

Complete this section even if providing a resume or CV. Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. Exclude organizational names that indicate race, color, religion, age, gender, sexual orientation, marital status, national origin, disability, or other protected status. Incomplete information could disqualify you from further consideration.

Job Title: _____

Dates (month/year) from _____ to _____

Company: _____

Full Time ___ Part Time ___

Address: _____

Reason for leaving? _____

Duties: _____

May we contact this employer? Yes ___ No ___

If no, please explain: _____

Job Title: _____

Dates (month/year) from _____ to _____

Company: _____

Full Time ___ Part Time ___

Address: _____

Reason for leaving? _____

Duties: _____

May we contact this employer? Yes ___ No ___

If no, please explain: _____

Job Title: _____

Dates (month/year) from _____ to _____

Company: _____

Full Time ___ Part Time ___

Address: _____

Reason for leaving? _____

Duties: _____

May we contact this employer? Yes ___ No ___

If no, please explain: _____

Job Title: _____

Dates (month/year) from _____ to _____

Company: _____

Full Time ___ Part Time ___

Address: _____

Reason for leaving? _____

Duties: _____

May we contact this employer? Yes ___ No ___

If no, please explain: _____

EDUCATION HISTORY AND SKILLS:

Complete this section even if providing a resume or CV.

High School graduate or equivalent?

Yes ___ No ___

Post-Secondary Education:

School/College/University Name: _____ Number of Years Attended: _____

Graduated? Yes ___ No ___

If yes, Degree received: _____

Additional Education: (attach additional information as necessary)

School/College/University Name: _____ Number of Years Attended: _____

Graduated? Yes ___ No ___

If yes, Degree received: _____

Describe any specialized training or skills: _____

Indicate any professional licenses or certifications and issuing agency: _____

REFERENCES:

Please provide at least three (3) professional or personal references (not related to you).

NAME	ADDRESS	TELEPHONE NUMBER
_____	_____	_____
_____	_____	_____
_____	_____	_____

SIGNATURE AND ACKNOWLEDGEMENT: This application form must be completed in full, signed, and dated to be considered.

I confirm that the information I provide on this application is accurate and true to the best of my knowledge and understanding. I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for the GAA to hire me.

I understand that employment with the GAA is contingent on passing a seven (7) year pre-employment background investigation, inclusive of employment verification and a motor vehicle report, if applicable. Additionally, passing a 10-year pre-employment Criminal History Background Check (CHRC) necessary to obtain federally mandated security clearances, badging, and access to the Bozeman Yellowstone International Airport and retaining access authority and an active badge with the necessary credentials to perform the essential responsibilities of position are conditions of initial and continued employment.

I understand that any false statement(s) made, omission, or misrepresentation of the information provided on this application or the application process will be cause for rejection of my application, revocation of offer, or my dismissal from employment. I also authorize and request all of my present and former employers and those individuals I have listed as references to furnish information about my employment record (to include a statement of or the reason for termination of my employment, if applicable), work performance, knowledge, skills, abilities, character, and other qualities pertinent to my qualifications for employment, hereby releasing them from any and all liability for damages of whatever nature arising from furnishing the requested information.

Signature: _____ Date Signed: _____