



Murray Calloway County Airport

Kyle-Oakley Field
544 Airfield Lane
Murray KY 42071
(270) 489-2414
Fax: (270) 489-2402

APPLICATION FOR EMPLOYMENT

PRE-EMPLOYMENT QUESTIONNAIRE

EQUAL OPPORTUNITY EMPLOYER

PERSONAL INFORMATION

NAME (LAST NAME FIRST)

SOCIAL SECURITY NO.

PRESENT ADDRESS

CITY

STATE

ZIP CODE

PERMANENT ADDRESS

CITY

STATE

ZIP CODE

PHONE NO.

REFERRED BY

POSITION DESIRED

DATE YOU CAN START

SALARY DESIRED

ARE YOU EMPLOYED NOW?

IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?

EVER APPLIED TO THIS AIRPORT BEFORE? _____ YES _____ NO

NAME AND LOCATION OF SCHOOL SUBJECT STUDIED YEARS ATTENDED DID YOU GRADUATE?

GRAMMAR

HIGH SCHOOL

COLLEGE

TRADE, BUSINESS, OR CORRESPONDENCE SCHOOL

SUBJECTS, SPECIAL STUDIES/RESEARCH WORK OR SPECIAL SKILLS/ CERTIFICATIONS.

US MILITARY BRANCH/DATES RANK AT DISCHARGE

FORMER EMPLOYERS

(LIST BELOW FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)

DATE	NAME/ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM _____ TO _____	_____	_____	_____	_____
FROM _____ TO _____	_____	_____	_____	_____
FROM _____ TO _____	_____	_____	_____	_____
FROM _____ TO _____	_____	_____	_____	_____

PERSONAL REFERENCES

GIVE BELOW THE NAMES, ADDRESSES, AND PHONE NUMBERS OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

1 _____

2 _____

3 _____

WORK REFERENCES

GIVE BELOW THE NAMES, ADDRESSES, AND PHONE NUMBERS OF FOUR PERSONS THAT YOU HAVE WORKED FOR.

1 _____

2 _____

3 _____

4 _____

AUTHORIZATION:

I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES AND EMPLOYERS LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE AND RELEASE THE AIRPORT FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM UTILIZATION OF SUCH INFORMATION. I ALSO UNDERSTAND AND AGREE THAT NO REPRESENTATIVE OF THE AIRPORT HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING, UNLESS IT IS IN WRITING AND SIGNED BY AN AUTHORIZED AIRPORT BOARD REPRESENTATIVE.

DATE _____ SIGNATURE _____



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POTENTIAL EMPLOYEE QUESTIONNAIRE

DATE _____

NAME (LAST NAME FIRST) _____

PHONE NUMBER _____ ALTERNATE PHONE NUMBER _____

WHERE DO YOU LIVE NOW? _____

CAN YOU READ, WRITE AND SPEAK ENGLISH PROFICIENTLY? _____

ARE THERE ANY ACCOMMODATIONS THAT WE CAN MAKE TO HELP YOU SPEAK, READ OR WRITE ENGLISH PROFICIENTLY? _____

ARE YOU CURRENTLY WORKING? _____

WE HAVE AN ON THE JOB NO-SMOKING POLICY. WILL THIS BE A PROBLEM FOR YOU?

HAVE YOU EVER BEEN CONVICTED OF A FELONY? _____

DO YOU HAVE ANY CONCERNS WITH PASSING A CRIMINAL BACKGROUND CHECK?

DO YOU HAVE A VALID DRIVER'S LICENSE? _____

HAVE YOU HAD ANY TRAFFIC VIOLATIONS OR BEEN INVOLVED IN ANY TRAFFIC ACCIDENTS WITHIN THE LAST THREE YEARS? IF SO, PLEASE EXPLAIN. _____

ARE YOU WILLING TO RELOCATE? _____

DO YOU HAVE ANY PAST SUPERVISORY EXPERIENCE? PLEASE EXPLAIN. _____

WHAT ATTRIBUTES OR SKILLS DO YOU HAVE THAT MAKES YOU STAND OUT ABOVE OTHER CANDIDATES?

DO YOU HAVE MILITARY EXPERIENCE? PLEASE EXPLAIN. _____

WHEN WOULD YOU BE AVAILABLE FOR AN INTERVIEW AT THE AIRPORT?

IF HIRED, WHEN WOULD YOU BE AVAILABLE TO START WORK? _____

*** YOU MAY ATTACH A SEPARATE SHEET IF MORE SPACE IS NEEDED TO ANSWER SOME OF THE QUESTIONS.**

By signing below, I represent and warrant that I have accurately answered the questions contained in this document.

Applicant Signature: _____

Date: _____