

**TO:** EMPLOYMENT APPLICANT  
**RE:** TAA's PRE-EMPLOYMENT PROCESS

Employment applications are distributed and accepted on:

**Monday thru Friday - 8:00 a.m. to 4:00 p.m.**

**Your application will be reviewed, and if there is a position open for which you qualify, you will be contacted for an interview.**

**TAA's PRE-EMPLOYMENT PROCESS IS AS FOLLOWS:**

1. Preliminary Interview
2. Second and/or Oral Board Interview
3. Job Offer (contingent upon passing the personal & employment background investigation, physical, drug screen, finger printing and if applicable, psychological testing)
4. Personal and Employment Background Investigation
5. Pre-employment Physical
6. Comprehensive Drug Screen Test
7. Psychological Testing (Only Public Safety Department Positions i.e. Police, Fire, Communications Dispatch)

Note: Due to an extensive police background investigation that must be conducted when filling public safety positions the recruiting process may range from one to four months before completion.

TAA does not respond to each applicant. If you interview for a position you will receive notice, by mail, if you have not been selected for hire. TAA maintains all employment applications for a twenty-four month period.

EEOC M/F TAA is a drug free workplace.

Thank you for your interest in the Tucson Airport Authority.

For further employment information:

*[www.flytucson.com](http://www.flytucson.com)*

**TAA's Job Line:** 520-573-4854

**TAA's TTY Line:** 520-573-4846



## Application for Employment (PLEASE PRINT)

Applicants are requested not to give any information, which is prohibited by federal, state, or local law. All qualified applicants will receive consideration without regard to race, color, religion, sex, national origin, and without regard to age or disability, where prohibited by law.

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

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

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

Driver's License Number: \_\_\_\_\_ Type: \_\_\_\_\_ State Issued: \_\_\_\_\_ EXP: \_\_\_\_\_

Position(s) desired: \_\_\_\_\_ Salary desired: \_\_\_\_\_

When can you report to work? \_\_\_\_\_ Hours available to work: \_\_\_\_\_

Qualifications for position(s): \_\_\_\_\_

How many years in this type of work? \_\_\_\_\_

Have you ever been employed by this company?  YES  NO When? \_\_\_\_\_

Do you have any relatives that are employed by this company?  YES  NO

What department? \_\_\_\_\_

Are you legally authorized to work in the United States?  YES  NO

### **PREVIOUS EMPLOYMENT HISTORY:**

From Mo/Yr	To Mo/Yr	Employer/ Address/ Phone	Job Title & Description of Work	Salary

**EDUCATION/TRAINING:**

Do you have a High School diploma or GED?  YES  NO

SCHOOLS	# YEARS	YEARS REMAINING	SCHOOL NAME	WHERE	DEGREE
College or University					
Graduate University					
Vocational					

Please indicate how you learned about this job opening (mark all that apply):

- Newspaper (list name of paper): \_\_\_\_\_
- Social Network (Facebook, LinkedIn, Twitter, etc): \_\_\_\_\_
- TAA website
- Agency (please specify): \_\_\_\_\_
- Referred by TIA/TAA employee (please specify): \_\_\_\_\_
- Job fair (name and date of fair): \_\_\_\_\_
- Other (please specify): \_\_\_\_\_
- Other website (please specify): \_\_\_\_\_

**REFERENCE INFORMATION:**

**Professional References** (provide at least three to include one or more current or recent supervisors):

Name	Email address	Contact phone number(s)	Working relationship

**Personal References** (provide at least three personal references not to include employers or relatives):

Name	Email address	Contact phone number(s)	Relationship

I hereby certify that the information provided in this packet is true, correct, and complete to the best of my knowledge and belief. I am aware that should investigations disclose misrepresentation or falsification, my application may be rejected or removed from consideration and I may be dismissed from employment and disqualified from any employment with Tucson Airport Authority. I authorize Tucson Airport Authority to complete all necessary and appropriate investigations to verify the information contained herein.

\_\_\_\_\_  
 \*Applicant Signature

\_\_\_\_\_  
 Date

*\*Note: By typing in your full name above, you are signing this application electronically. You agree your electronic signature is the legal equivalent of your manual signature on this application.*

**AFFIRMATIVE ACTION QUESTIONNAIRE**

It is the policy of the Tucson Airport Authority to take affirmative action to achieve equal employment opportunity in all personnel actions and procedures. This commitment is administered without regard to race, creed, color, national origin, age, sex, or disability. We are requesting your completion to this questionnaire in an effort to maintain constant evaluation of recruitment and employment objectives under our Affirmative Action Program.

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Please check the items, which pertain to you.

DO NOT GIVE YOUR NAME OR ANY INFORMATION THAT MAY LEAD TO YOUR PERSONAL IDENTITY.

Ethnic Origin:

White (Not Hispanic or Latino)

Black or African American (Not Hispanic or Latino)

Hispanic or Latino

Asian (Not Hispanic or Latino)

Native Hawaiian/Other Pacific Islander (Not Hispanic/Latino)

American Indian or Alaskan Native (Not Hispanic or Latino)

Two or More Races (Not Hispanic or Latino)

SEX:     Male             Female

AGE:     17 or younger     18-30     31-39     40-70     70+

How were you referred to the Tucson Airport Authority? \_\_\_\_\_

Position applied for: \_\_\_\_\_ Date: \_\_\_\_\_

Please place this form only, in the box Affirmative Action Questionnaire. Give your completed application to the TAA receptionist.

Thank you for your assistance in helping us maintain our Affirmative Action commitments.