



An Equal Opportunity Employer

Please type or print and fill out the form completely. If a question does not apply, write "NA."
 If additional space is needed, attach extra sheets. Mail application to:
 Helena Regional Airport Authority, 2850 Skyway Drive, Helena, Montana 59602

	Yes	No	
9. Do you have a valid Montana driver's license?	Operators		
	Chauffeurs		
10. Are you related to any person currently employed by the Helena Regional Airport Authority? If "Yes," please identify them by name and relationship.			
11. Have you ever been convicted of a felony? If "Yes," please explain: (NOTE: If you are selected for the position, an FBI fingerprint and background check is required.)			
12. Reasonable accommodation will be made for any employee with a known disability that may interfere with their ability to perform this job. If you desire such accommodation, please describe it.			
13. Please give the names, addresses, and phone numbers of three persons, excluding relatives and previous employers, who have knowledge of your experience, abilities, and character as they relate to this job: A. _____ B. _____ C. _____			
14. NOTICE OF PREFERENCE: Preference applies to initial hire applicants only. Montana law provides for preference in public employment. If you wish to claim preference, complete the following questions:			
		Yes	No
A. Are you a U.S. citizen?		_____	_____
B. Do you claim employment preference as: (Check one)			
_____ Veteran			
_____ Disabled Veteran			
_____ Eligible Spouse			
_____ Handicapped			
If you are claiming preference, submit proof with your application.			

1. Name	Last	First	Middle
	Street	City	State
2. Address	Zip	Home	
3. Phone	Work		

PERSONAL DATA

4. Specific position applying for:					
5. Will you accept permanent work?	Yes	No	Will you accept temporary work?	Yes	No
full-time work?			part-time work?		
6. Hours of work desired:	_____				
7. Date available:	_____				
8. Minimum monthly salary acceptable:	_____				

EMPLOYMENT PREFERENCE

ED LEVEL	NAME/LOCATION (City/State)	MAJOR COURSE OF STUDY	DEGREE OR CERTIFICATE	COMPLETION DATE
Last High School Attended				
College or University				
Business or Vocational				
Other				

15. Do you object to any inquiry to your current or last employer regarding your character and qualifications?
 (Circle One) YES NO
 Begin with your present or last job and list your employment in reverse order. Use additional sheets of necessary.
 (Complete resume may be substituted.)

Name and Address of Employer	Name and Phone # of Immediate Supervisor	Reason(s) for Leaving		
		Hrs. per week	Dates (mo & yr) From To	Ending Salary
_____	_____			
_____	_____			
Nature of Work/Duties: _____				

Name and Address of Employer	Name and Phone # of Immediate Supervisor	Reason(s) for Leaving		
		Hrs. per week	Dates (mo & Yr) From To	Ending Salary
_____	_____			
_____	_____			
Nature of Work/Duties: _____				

Name and Address of Employer	Name and Phone # of Immediate Supervisor	Reason(s) for Leaving		
		Hrs. per week	Dates (mo & Yr) From To	Ending Salary
_____	_____			
_____	_____			
Nature of Work/Duties: _____				

Name and Address of Employer	Name and Phone # of Immediate Supervisor	Reason(s) for Leaving		
		Hrs. per week	Dates (mo & Yr) From To	Ending Salary
_____	_____			
_____	_____			
Nature of Work/Duties: _____				

16. **SPECIAL QUALIFICATIONS:**
 Please describe: skills with tools and machinery; skills with office equipment including data entry; typing & shorthand speeds and proficiency; bookkeeping skills; other special skills; honors or awards received; special training; civic or volunteer activities; other skills and abilities that qualify you for this position:

STATEMENT OF UNDERSTANDING

- Please read carefully before signing:**
- AS AN APPLICANT YOU AGREE TO AND UNDERSTAND THE FOLLOWING:
 - You must meet minimum age requirements of applicable laws.
 Helena Regional Airport Authority may conduct investigations including verification of prior employment and education history. By signing this application you authorize the Authority to make these investigations, and you indicate your awareness that false statements or failure to disclose information may be sufficient to disqualify you for employment, or if employed, may result in your dismissal.
 - Applications will not be considered for specific positions unless applicants so indicate. Helena Airport Authority advertises job openings through the local Job Service. It is the responsibility of the applicant to contact the personnel office if he/she wishes to be considered for a specific job opening.

Signature _____ Date _____