



APPLICATION PACKET

APPLICATION INSTRUCTIONS FOR THE POSITION OF AIRPORT PUBLIC SAFETY OFFICER

READ CAREFULLY!

Tell the full truth about yourself and background. A materially false answer will automatically disqualify you.

All questions must be answered and all answers must be complete.

Your application must be signed before a Notary Public (see page 7 of the application).

As a part of your completed application, it is YOUR RESPONSIBILITY to provide the following documentation.

Please use check-off boxes to assure you have enclosed required documents.

- 1. Birth certificate (Xerox copy acceptable).
- 2. Educational transcripts from an accredited high school stating date of graduation, or if applicable, a General Education Development (GED) transcript of scores. (Do not send copy of diploma; it is not acceptable!)

NOTE: College transcripts are not acceptable in lieu of high school or GED transcripts.

- 3. College transcripts (Xerox copy acceptable).
- 4. Discharge record(s) from Armed Forces of the United States (Form DD214)

NOTE: If you wish to receive veteran's preference and you were in a reserve unit, it is your responsibility to provide official documentation of any active service in a regular military unit stating dates of active service, etc. For information on how to obtain this documentation, contact your local recruiting office.

- 5. If you have any doubt of your physical capabilities to perform the four required physical qualification tests, please check with your physician.

**So that your application can be given consideration in the Airport examining process, the above documentation must be submitted by 4:30 p.m. on August 13, 2010.
NO EXCEPTIONS WILL BE MADE.**

All information will become part of the permanent record of your application and will not be returned to you.

Please mail or bring completed applications and documents to:

Airport Administration Office
2515 Arthur Collins Parkway SW
Cedar Rapids, IA 52404-8952

EMPLOYMENT APPLICATION

THE EASTERN IOWA AIRPORT IS AN EQUAL OPPORTUNITY EMPLOYER

All questions must be answered in full. Resumes will not be accepted in place of completing this form but may be attached if desired. **PLEASE TYPE OR PRINT USING INK. FALSE STATEMENTS ON THIS APPLICATION SHALL BE CONSIDERED SUFFICIENT CAUSE FOR LACK OF FURTHER CONSIDERATION OR DISMISSAL.**

Name (Last, First, Middle)		Social Security Number
Number and Street, RFD or P.O. Box Number		Place of Birth (City, County, State)
City, State and Zip Code		Home Phone
E-Mail Address	Cell Phone	Work Phone
Code of Iowa, Chapter 80B, IAW, FLSA and ADEA require that you be 18 or over to apply for this position. Are you 18 or over? <input type="checkbox"/> Yes <input type="checkbox"/> No		
It is also necessary to have your birth date to conduct required NCIC and other background checks with law enforcement agencies		Birth date Month Day Year
Title of position you are applying for: AIRPORT PUBLIC SAFETY OFFICER		Class No/Date (City use only)
Minimum standards for law enforcement officers set by the Iowa Law Enforcement Academy [§ 550 - 1.1(80B)] state that no person shall be selected or appointed as a law enforcement officer unless such person is a United States Citizen and a resident of Iowa or intends to become a resident upon being employed.		
Are you a citizen of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you a resident of the State of Iowa? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If the answer to either of the questions is "no", would you be willing and able to become a citizen or a resident upon offer of employment? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain:		

THE FOLLOWING QUESTIONS MUST BE ANSWERED COMPLETELY!
Responses are subject to investigation.

1. In the last 10 years have you ever been discharged or suspended from any employment for disciplinary reasons or have you been asked to resign? If so, please explain.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Have you ever been convicted of a felony? If so, please complete the following:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date of Conviction Crime Convicted For	City & State Where It Occurred	
3. Have you ever been convicted of a lesser crime? Please include misdemeanors or traffic violations. (A conviction does not automatically mean you cannot be appointed. What you were convicted of, and how long ago, are important.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date of Conviction Crime Convicted For Disposition	City & State Where It Occurred	

EMPLOYMENT RECORD

Start with your present or last job and work back. Include paid or unpaid, full or part-time, military, summer jobs, periods of unemployment, etc. Include the last 10 years or since you left school if less than 10 years ago. NOTE: We may contact any previous supervisors to verify your descriptions of past duties and dates of employment.

If you are currently employed, may we check with your present supervisor? Yes No

A Name of present/last employer		Supervisor's name, title, and phone number		
Address of present/last employer		Type of Business	Starting Date	Ending Date
Your job title	Reason for leaving or wanting to leave	Hours per week	Starting Salary	Ending Salary
Description of duties and responsibilities				
B Name of present/last employer		Supervisor's name, title, and phone number		
Address of present/last employer		Type of Business	Starting Date	Ending Date
Your job title	Reason for leaving	Hours per week	Starting Salary	Ending Salary
Description of duties and responsibilities				
C Name of present/last employer		Supervisor's name, title, and phone number		
Address of present/last employer		Type of Business	Starting Date	Ending Date
Your job title	Reason for leaving	Hours per week	Starting Salary	Ending Salary
Description of duties and responsibilities				
D Name of present/last employer		Supervisor's name, title, and phone number		
Address of present/last employer		Type of Business	Starting Date	Ending Date
Your job title	Reason for leaving	Hours per week	Starting Salary	Ending Salary
Description of duties and responsibilities				
E Name of present/last employer		Supervisor's name, title, and phone number		
Address of present/last employer		Type of Business	Starting Date	Ending Date
Your job title	Reason for leaving	Hours per week	Starting Salary	Ending Salary
Description of duties and responsibilities				

EMPLOYMENT RECORD (Continued)

Name of present/last employer F		Supervisor's name, title, and phone number		
Address of present/last employer		Type of Business	Starting Date	Ending Date
Your job title	Reason for leaving	Hours per week	Starting Salary	Ending Salary
Description of duties and responsibilities				
Name of present/last employer G		Supervisor's name, title, and phone number		
Address of present/last employer		Type of Business	Starting Date	Ending Date
Your job title	Reason for leaving	Hours per week	Starting Salary	Ending Salary
Description of duties and responsibilities				
Name of present/last employer H		Supervisor's name, title, and phone number		
Address of present/last employer		Type of Business	Starting Date	Ending Date
Your job title	Reason for leaving	Hours per week	Starting Salary	Ending Salary
Description of duties and responsibilities				
Name of present/last employer I		Supervisor's name, title, and phone number		
Address of present/last employer		Type of Business	Starting Date	Ending Date
Your job title	Reason for leaving	Hours per week	Starting Salary	Ending Salary
Description of duties and responsibilities				
Name of present/last employer J		Supervisor's name, title, and phone number		
Address of present/last employer		Type of Business	Starting Date	Ending Date
Your job title	Reason for leaving	Hours per week	Starting Salary	Ending Salary
Description of duties and responsibilities				

Use a separate sheet for additional employment if needed.

EDUCATION

To properly evaluate your application, we need information concerning your education, skills, and trades you have learned in addition to your work record. Please answer all questions as fully as possible. We may contact schools or institutes you attended to verify the information you provide.

Are you a high school graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No		Or equivalent, i.e., GED	If NO, what was the last grade you attended? If YES, complete the following.		
Name of Last High School Attended	Location City & State	Credits Completed	Diploma or Certificate	Last Year Attended	
Other training/education you received. Please estimate the number of hours of training you received.					
Name of Colleges or Universities	Location City & State	Credits Completed	Certificate or Degree	When Attended	
Addition Technical or Military Training	Location City & State	Credits Completed	Certificate or Degree	When Attended	

BACKGROUND CHECK

To assist in the collection of background information necessary for the selection process, please complete the following.

1. Give your full legal name (First, Middle, Last).
2. Are there any other names you are known as (please include maiden name, previous married names, or names prior to a legal name change)? Please state when and under what circumstances.
3. The position for which you have applied requires physical fitness, stamina, agility, and general good health. Can you perform the essential functions of the position of police officer with or without reasonable accommodations? <input type="checkbox"/> Yes <input type="checkbox"/> No If you answered yes, what accommodations do you need?

AUTHORIZATION AND RELEASE

I hereby certify that the answers and information given on this form and accompanying documents are true and correct. I agree to submit to a pre-placement post-offer physical examination before hiring and/or anytime after hiring, if required, at Commission expense. I hereby acknowledge the Cedar Rapids Airport Commission (Commission) is notifying me of intent to conduct drug or alcohol testing in connection with my employment or workers compensation benefits.

I consent to the Commission retaining whatever outside investigators, credit reporters, doctors, pathologists, investigators, labs, etc., to conduct this testing and/or investigation. I hereby authorize all corporations, employers, former employers, credit agencies, educational institutions, law enforcement agencies, city, state, county and federal courts and agencies, military services and any other persons to release all information they may have about me, including criminal and driving records. I release any and all of the above-mentioned parties from any liability that may arise from such an investigation.

By my signature below, I authorize the Commission to obtain a Consumer Credit Report and/or a background report on me. This authorization is valid for purposes of verifying information given pursuant to employment or any other lawful purpose covered under the Fair Credit Reporting Act. (FCRA)

It is understood that any information obtained may be used by the Commission in determining any fitness for employment by The Eastern Iowa Airport.

By signing this application, I indicate my awareness that false statements or failures to disclose certain information may disqualify me for employment, or, if employed, may result in dismissal. I understand that a polygraph test shall be required of all Airport Public Safety Officer candidates. This authorization is valid in original or copy form.

Applicant's Name _____

Social Security Number _____ Date of Birth _____

Current Street Address _____

City, State, Zip Code _____ / _____ / _____

Drivers License # _____ State _____

(NOTE: This form must be witnessed in the presence of a Notary Public)

Date: _____

Notary Signature: _____

Notary Position: _____

Signature of Applicant (Legal Name)
DO NOT PRINT

Notary Public
Imprint Seal Here

Other Names You Have Been Known As

**The following questionnaire must be
filled out and returned with
your entire application
as it will be used in connection
with your background investigation
and polygraph examination.**

APPLICANT QUESTIONNAIRE

Last Name: _____ First: _____ Middle: _____

Address: _____

City: _____ State: _____ Zip: _____

Date: _____ Phone: _____ Soc. Sec. No. _____

Present Employment: _____

Type of Work: _____ Number of Years: _____

Highest level of education completed? _____

Were you ever in the military service? _____ Branch: _____ Dates of Service _____

Highest rank held: _____ Military Occupation: _____

What type of discharge did you receive? _____ Conditions: _____

Have you ever received any military disciplinary action such as UCMJ/Article 15? _____

ANSWER ALL QUESTIONS COMPLETELY (any questions answered YES require an explanation). IF MORE SPACE IS REQUIRED, CONTINUE ON LAST PAGE USING QUESTION NUMBER TO IDENTIFY EXPLANATION.

GENERAL INFORMATION

1. Have you ever used any other names? (i.e., AKA, fake ID) _____

2. How do you honestly feel about being asked to take a polygraph test? _____

3. Do you think you will like this kind of work, including the hours and pay? _____

4. Why do you want to be an officer? _____

5. Have you told the complete truth on the application(s) you filled out? _____

17. Have you ever participated in or committed any crime or been involved in a fight where a weapon was used?

18. Have you ever been fingerprinted? (Explain)_____

19. Have you ever been arrested or spent time in jail? (Explain)_____

20. Have you ever been questioned or detained by a law enforcement officer for any reason?_____

HAVE YOU EVER ATTEMPTED, COMMITTED, OR PARTICIPATED IN ANY OF THE FOLLOWING?

21. Steal anything in your entire life, other than from an employer? (i.e., shoplifting, changing price tags, cheating)

Attempted Yes____ No____ Committed Yes____ No____ Participated Yes____ No____

22. Steal a car or any other motorized vehicle without the owner's consent? (Joy Riding?)

Attempted Yes____ No____ Committed Yes____ No____ Participated Yes____ No____

23. Take any car parts?

Attempted Yes____ No____ Committed Yes____ No____ Participated Yes____ No____

24. Take anything from a person's apartment, dorm, home, or vehicle without their permission?

Attempted Yes____ No____ Committed Yes____ No____ Participated Yes____ No____

25. Set fire to a building, vehicle, boat or garage or been involved in any other form of arson?

Attempted Yes____ No____ Committed Yes____ No____ Participated Yes____ No____

26. Without permission, sneak into a building or any other form of trespassing?

Attempted Yes____ No____ Committed Yes____ No____ Participated Yes____ No____

27. Murder?

Attempted Yes____ No____ Committed Yes____ No____ Participated Yes____ No____

28. Manslaughter?

Attempted Yes____ No____ Committed Yes____ No____ Participated Yes____ No____

29. Counterfeiting?

Attempted Yes____ No____ Committed Yes____ No____ Participated Yes____ No____

30. Vandalism?

Attempted Yes____ No____ Committed Yes____ No____ Participated Yes____ No____

31. Blackmail?

Attempted Yes____ No____ Committed Yes____ No____ Participated Yes____ No____

32. Purse Snatching?

Attempted Yes_____ No_____ Committed Yes_____ No_____ Participated Yes_____ No_____

33. Robbery?

Attempted Yes_____ No_____ Committed Yes_____ No_____ Participated Yes_____ No_____

34. Burglary?

Attempted Yes_____ No_____ Committed Yes_____ No_____ Participated Yes_____ No_____

35. Assault / Battery?

Attempted Yes_____ No_____ Committed Yes_____ No_____ Participated Yes_____ No_____

36. Kidnapping?

Attempted Yes_____ No_____ Committed Yes_____ No_____ Participated Yes_____ No_____

37. Child Stealing?

Attempted Yes_____ No_____ Committed Yes_____ No_____ Participated Yes_____ No_____

38. Extortion?

Attempted Yes_____ No_____ Committed Yes_____ No_____ Participated Yes_____ No_____

39. Weapons Violation?

Attempted Yes_____ No_____ Committed Yes_____ No_____ Participated Yes_____ No_____

40. Solicitation of a prostitute or prostitution?

Attempted Yes_____ No_____ Committed Yes_____ No_____ Participated Yes_____ No_____

41. Perjury?

Attempted Yes_____ No_____ Committed Yes_____ No_____ Participated Yes_____ No_____

42. Forgery?

Attempted Yes_____ No_____ Committed Yes_____ No_____ Participated Yes_____ No_____

43. Fraud? (Insurance, workman's comp, bad checks, travel voucher)?

Attempted Yes_____ No_____ Committed Yes_____ No_____ Participated Yes_____ No_____

44. Harassment / stalking / threats / obscene phone calls / restraining order?

Attempted Yes_____ No_____ Committed Yes_____ No_____ Participated Yes_____ No_____

45. Hate Crimes?

Attempted Yes_____ No_____ Committed Yes_____ No_____ Participated Yes_____ No_____

46. False fire alarms?

Attempted Yes_____ No_____ Committed Yes_____ No_____ Participated Yes_____ No_____

47. Bomb threats or making of explosive devices?

Attempted Yes_____ No_____ Committed Yes_____ No_____ Participated Yes_____ No_____

48. Have you ever done anything for which you believe you could be blackmailed?

Attempted Yes_____ No_____ Committed Yes_____ No_____ Participated Yes_____ No_____

49. Have you ever bought or sold any stolen items(s)?

Attempted Yes_____ No_____ Committed Yes_____ No_____ Participated Yes_____ No_____

50. Besides what has been mentioned above, have you ever committed any other undetected crimes?

51. Have you ever impersonated a law enforcement officer?

52. Have you ever been a member of a gang? (Been on a gang list?)

ILLEGAL SUBSTANCE HISTORY

53. Which type of the following have you tried? List the number of times used and date last used:

DRUG TYPE	TIMES USED	DATE LAST USED
Marijuana		
Sniffing glue		
Aerosols / Inhalants		
Ecstasy		
Rush		
Wet		
Hash / Hash Oil		
Thai Sticks		
PCP / Angel Dust		
Speed		
Cocaine / Crack		
Acid		
Mushrooms		
Peyote		
Mescaline		
LSD		
Heroin		
Morphine		
Methadone		
Opium or Opium based drinks		
Window panes		
Demerol		
Placidyl		
Thorazine		
Librium		
Perkidan		
Codeine		
Amyl Nitrate		
Valium		
Quaaludes		
Microdots		
Buttons		
Barbiturates		
Steroids		
Drugs known as Club Drugs		
Any other illegal substance		

54. Have you ever used illegal drugs on the job? _____

55. What are your views on police officers using drugs? _____

56. Have you ever sold any type of drugs? _____

57. Have you ever purchased any type of drugs? _____

58. Largest quantity purchased or sold? _____

EMPLOYMENT RECORD

59. Have you listed all places of employment as required on your application? _____

60. Have you ever been fired from any job for any reason? _____

61. Have you ever been asked to resign in lieu of being fired? _____

62. Have you ever quit a job without giving notice?

63. Have you ever stolen any money or property from an employer? _____

64. Have you ever falsified any information, deliberately left out, or used misleading information? _____

65. Have you ever called in sick to an employer when in fact you were not sick? (Explain and list the number of times)

DRIVING RECORD

66. Have you ever been licensed under any other name? _____

67. Has your license, in any state, ever been suspended, revoked or barred? _____

68. Do you have any unpaid traffic tickets, citations, and/or warrants now? _____

69. How many motor vehicle accidents have you ever been involved in as the driver? (Explain the nature of the accident, where/when, were you cited and disposition).

70. Have you ever sued or been sued as the result of a traffic accident? _____

71. Have you ever been involved in a Hit & Run accident? _____

72. What tickets have you received in the last five years in any jurisdiction? (Offense, where/when, and disposition. Attach driving record from Iowa or home state, Department of Transportation).

73. In the last three years, how many times have you been stopped for traffic violations but not cited?

74. Have you ever been charged with operating a motor vehicle while under the influence of alcohol or drugs?

75. Has Implied Consent Action ever been initiated against you? _____

76. Have you ever been field tested by any law enforcement officer for the operation of a motor vehicle while under the influence?

GENERAL INFORMATION

77. Do you know of any reason why you should not have this job? _____

78. Are you wanted by the police anywhere at this time (including traffic warrants for traffic tickets)?

79. Are you attempting to withhold any information that you believe might keep you from being hired by this department? _____

80. Have you been completely honest while completing this form? _____

81. Do you feel it would be fair that this department NOT consider you for employment if you lie at any time during a polygraph examination? _____

PRESENT OR FORMER LAW ENFORCEMENT PERSONNEL ONLY

If this section does not apply, please proceed to question #98.

82. Have you ever solicited or accepted a bribe? _____

83. Have you ever solicited or accepted a gratuity? _____

84. Have you ever accepted gifts? _____

85. Have you ever stolen from a person in custody? _____

86. Have you ever taken anything from a crime scene? _____

87. Have you ever discharged a firearm, other than for hunting, destroying animals or target use? _____

88. Have you ever stolen any found items or evidence? _____

89. Have you ever improperly disclosed information on a case? _____

90. Has any job related disciplinary action ever been taken against you or have you been suspended with or without pay? _____

91. Have you ever been named in a lawsuit as a police officer? _____

92. Have you ever engaged in a sexual act with someone while on duty? _____

93. Have you ever smoked marijuana or used any illegal drug while a member of any law enforcement organization? _____
94. Have you ever kept marijuana or other illegal drugs taken from a person or place? _____

95. Have you ever consumed an alcoholic drink while on duty? _____
96. Have you ever used excessive force on a person? _____

97. Have you ever intentionally or knowingly misrepresented the facts in a court case? _____

DRINKING HABITS

98. Do you consider yourself a non-drinker, moderate drinker, or heavy drinker? _____
99. How many times have you been intoxicated in the last 12 months? _____
100. Have you ever caused trouble or been in trouble due to drinking? _____

GAMBLING HABITS

101. What types of gambling/wagering have you done? _____
102. Do you have any gambling debts now? _____
103. Have you ever borrowed money to gamble? _____
104. What is the largest amount you have ever lost? _____

PHYSICAL HISTORY

105. Have you ever reported being injured on the job? _____

106. Can you perform the essential functions of this job, with or without reasonable accommodations?

If you need reasonable accommodations, what accommodations do you need in order to perform the essential functions of the job as Airport Public Safety Officer?

107. Have you ever attempted or seriously contemplated suicide? _____

108. Have you ever been rejected by the armed forces? _____

Signature of Applicant

Date

