

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

EMPLOYMENT APPLICATIONS ARE DISTRIBUTED AND ACCEPTED ON:

MONDAY THRU FRIDAY- FROM: 8:00 A.M. TO 4:00 P.M.

APPLICANTS ARE INTERVIEWED ONLY WHEN A POSITION IS AVAILABLE.

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. Personal and Employment Background Investigation
4. Job Offer (contingent upon passing the physical, drug screen, finger printing and if applicable, psychological testing)
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 AND EVERY APPLICANT WHO APPLIES. IF YOU INTERVIEW FOR A PARTICULAR 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.

THANK YOU FOR YOUR INTEREST IN THE TUCSON AIRPORT AUTHORITY. FOR FURTHER EMPLOYMENT INFORMATION:

www.tucsonairport.org
TAA's Job Line 573-4854
TAA's TTY Line 573-4846

7/92 REV: 12/92,5/93,12/95,3/96,10/96,3/97,8/98,6/99,4/00, 5/00,1/02,08/04, 03/07, 11/09 SHR/POSTING/PRE-EMP COVER

SMOKE-FREE ARIZONA ACT



FOR MORE INFORMATION

Arizona Department of Health Services
Office of Environmental Health
(602) 364-3122

Smoke-Free Arizona Information Line
1-877-AZSTOPS
1-877-297-8677

Smoke-Free Arizona Website
www.smokefreearizona.org

E-mail
smokefreearizona@azdhs.gov



RATIONALE

Protect patrons, employees and people who may be particularly vulnerable to the health risks associated with breathing secondhand tobacco smoke by prohibiting smoking in enclosed public places and places of employment.

SMOKE FREE PLACES INCLUDE

All enclosed areas in public places and places of employment, including restaurants and bars

PLACES WHERE SMOKING IS ALLOWED

- Private residences (except when used as a licensed child care, adult day care, or health care facility)
- Hotel and motel rooms designated as smoking rooms (no more than fifty percent of rooms rented to guests in a hotel or motel are so designated)
- Retail tobacco store (physically separated and independently ventilated so that smoke from retail tobacco stores does not infiltrate non-smoking areas)
- Veterans and fraternal clubs when they are not open to the general public
- Smoking when associated with religious ceremony practiced pursuant to the American Indian Religious Freedom Act of 1978
- Outdoor patios so long as tobacco smoke does not enter areas where smoking is prohibited through entrances, windows, ventilation systems, or by other means
- Theatrical performance upon a stage or in the course of a film production or television production if the smoking is part of the performance or production

BUSINESS OWNER'S RESPONSIBILITIES

- Post "No Smoking" signs that include the contact information for reporting violations
- Remove ashtrays and other smoking receptacles from non-smoking areas
- Inform employees about the new law (existing employees and future employees)
- Prohibit anyone from smoking inside place of business. This includes employees, vendors and customers

VIOLATIONS AND PENALTIES

- Complaints will be investigated by county health departments. If a violation is found, the business owner will receive a warning letter.
- Subsequent violations may be punishable up to \$500 for each violation. Each day a violation occurs constitutes a separate violation. If the superior court finds that violations are willful or there is evidence of a pattern of noncompliance, the court may impose a fine up to \$5,000 per violation.

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 physical handicap where prohibited by law.

Last Name: _____ First Name: _____ Middle: _____

Social Security #: _____ Phone#: _____

Address: _____ City: _____ State: _____ Zip: _____

Drivers License Number: _____ Type: _____ State Issued: _____ Expires: _____

Position (s) desired: _____ Salary desired: _____

When can you report to work? _____ Hours available to work: _____

Qualifications for positions: _____

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 Dept? _____

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

Have you ever been convicted of violating any law (except minor traffic violations?) YES NO

(If yes, attach summary of details.) Disclosure of a criminal record does not automatically disqualify you from employment consideration. Your case will be judged on its own merits.

PREVIOUS EMPLOYMENT HISTORY

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

MILITARY SERVICE

Branch _____ Grade/Rank _____ Duty /Training _____
 Induction Date _____ Separation Date _____ Service/Class _____
 Type of Discharge or Separation _____

EDUCATION/TRAINING

SCHOOLS	# YEARS	YEARS REMAINING	SCHOOL NAME	WHERE	DEGREE
Grade School					
High School					
College University					
Vocational Business					
Special Apprentice					

How were you referred to the Tucson Airport Authority?

REFERENCES:

(Give names of three individuals, not relatives and not persons by whom you have been employed.)

	NAME	STREET ADDRESS	CITY	OCCUPATION
1)	_____	_____	_____	_____
2)	_____	_____	_____	_____
3)	_____	_____	_____	_____

PRE-EMPLOYMENT STATEMENT

I authorize Tucson Airport Authority to obtain information concerning me from former employers and others, and I release all concerned from any liability in connection therewith.

If employed by the company, I understand that such employment is subject to (1) policies and regulations of the company, (2) receiving and retaining Transportation Security Administration clearances as required by government regulations, (3) passing a pre-employment physical examination including a pre-employment comprehensive drug screening, (5) passing fingerprinting, (6) the completion of a background investigation.

I further understand that any misrepresentations or false statements made by me on this application or any supplement thereto will be sufficient grounds for immediate discharge.

SIGNATURE

DATE

shr/form/app6/08; 4/10lh



TUCSON AIRPORT AUTHORITY

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.

Please check the items, which pertain to you. DO NOT GIVE YOUR NAME OR ANY INFORMATION THAT MAY LEAD TO YOUR PERSONAL IDENTITY.

ORIGIN: Black (Non-Hispanic) _____ American Indian _____
 White (Non-Hispanic) _____ Alaskan Native _____
 Hispanic _____ Asian/Pacific Islander _____

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.