



BJI BEMIDJI
Regional Airport
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
EMPLOYMENT APPLICATION

The Bemidji Regional Airport is committed to the policy of affirmative action/equal employment opportunity in recruitment, hiring, career advancement, and all other personnel practices. Your job-related experience and other qualifications will be considered without discrimination on grounds of race, color, religion, sex, national origin, age, or physical or mental handicap. All other information provided in this application will be treated confidentially to the extent allowed by law, and will be used only to determine your qualifications for the position applied.

DATE: _____

NAME: _____
Last First Middle

MAILING ADDRESS: _____ Home Phone _____
Street Address Cell Phone _____
Message Phone _____
City State Zip

E-MAIL ADDRESS: _____

POSITION APPLIED FOR: _____

Are you a citizen of the U.S. or do you have a visa allowing you to work in the U.S. in the work for which you are applying?
 Yes No

Would you work: Full-time Part-time Temporary Date available: _____

I. RECORD OF MILITARY SERVICE

(See attached application for claiming Veteran's Preference)

Have you ever served in the U.S. Armed Forces? Yes No

If yes, what branch? _____

List duties in the service including special training: _____

I certify that answers given herein are true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand that I am required to abide by all rules and regulations of the City of Bemidji.

Signature of Applicant Date

Return completed application to:

Attn: Executive Director
Bemidji Regional Airport
3824 Moberg Drive NW Suite 101
Bemidji, MN 56601

II. RECORD OF EDUCATION

School	Name and Address of School	Course of Study	Check Last Year Completed	Did You Graduate	Last Diploma or Degree
High			<input type="checkbox"/> 9 th <input type="checkbox"/> 10 th <input type="checkbox"/> 11 th <input type="checkbox"/> 12 th	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			<input type="checkbox"/> 13 th <input type="checkbox"/> 14 th <input type="checkbox"/> 15 th <input type="checkbox"/> 16 th	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other				<input type="checkbox"/> Yes <input type="checkbox"/> No	

CLERICAL APPLICANTS: Typing Speed _____ wpm

Word Processing/Computer Training & Experience: _____

List Software/Hardware: _____

ALL APPLICANTS: If you possess a license, certificate or training which is relevant for this position, please provide:

Type of license or certificate	Date Issued	Issuing Agency	Expiration Date

DRIVER'S LICENSE #: _____ Class: _____ State of Issue: _____

Describe any additional experience or training that qualifies you for this position: _____

Do you have relatives working for the Airport? No Yes - What Department? _____

In accordance with the Personnel Policies, any employee providing false or misleading information will be subject to termination.

The Bemidji Regional Airport conducts criminal history background checks on all new employees. The Airport will look at the type of conviction and whether it is directly related to the job for which you are applying. Candidates for positions working with children will not be selected if they have been convicted of any crime listed in the Child Protection Worker Act (Minnesota Statutes 299C.61 & 62). Generally, this includes child abuse crimes, murder, manslaughter, felony level assault or any assault crime committed against a minor, kidnapping, arson, criminal sexual conduct, and prostitution-related crimes. Before any applicant is rejected on the basis of criminal conviction, he or she will be notified in writing and will be given any rights afforded by Minnesota Statutes Chapter 364. This includes the right to show evidence of rehabilitation.

In accordance with the Immigration Reform and Control Act of 1986, the Bemidji Regional Airport hires only U.S. Citizens and lawfully authorized alien workers. If hired, you will be required to provide written documentation of citizenship or legalized alien program. Failure to provide said documentation will result in dismissal.

III. RECORD OF EMPLOYMENT

Begin with your current or most recent employment up to 15 years. DO NOT WRITE "SEE RESUME"!

However, you may attach a resume, cover letter, transcripts, letters of recommendation, or other pertinent information. This information will be reviewed and standardized points will be assigned during the training and experience rating.

Employer		Dates Employed	
		From	To
Job Title			
Address		Hourly Rate/Salary	
		Starting	Final
Phone	Supervisor	\$	\$
Reason for Leaving		May we contact this employer? . <input type="checkbox"/> No <input type="checkbox"/> Yes	
Work Performed			

Employer		Dates Employed	
		From	To
Job Title			
Address		Hourly Rate/Salary	
		Starting	Final
Phone	Supervisor	\$	\$
Reason for Leaving		May we contact this employer? . <input type="checkbox"/> No <input type="checkbox"/> Yes	
Work Performed			

Employer		Dates Employed	
		From	To
Job Title			
Address		Hourly Rate/Salary	
		Starting	Final
Phone	Supervisor	\$	\$
Reason for Leaving		May we contact this employer? . <input type="checkbox"/> No <input type="checkbox"/> Yes	
Work Performed			

Attach an additional page if more space is needed.

IV. PERSONAL REFERENCES

(Not Former Employers or Relatives)

Name and Occupation	Address	Phone No.

**-DO NOT WRITE IN THIS SECTION-
OFFICE USE ONLY**

Date	Person Contacted	Comments

Date	Interviewer	Comments

Tennessee Warning

In accordance with the Minnesota Government Data Practices Act, the Bemidji Regional Airport is required to inform you of your rights as they pertain to the private information collected from you. Private data is that information which is available to you, but not to the public. The personal information we collect about you is private. (M.S.13.43, Subd. 2) The use of the private data we collect is limited to that necessary for the administration and management of the Airport hiring process. If the Airport employs you, the data will be available to:

1. Executive Director/Airport Administration;
2. Internal Revenue Service/Social Service Administration;
3. Department Heads/Supervisors where job openings occur.

The information collected from you or from other agencies or individuals authorized by you is used to determine your qualifications for employment with the Bemidji Regional Airport. Unless otherwise authorized by state statute or federal law, other government agencies utilizing the reported private data must also treat the information as private.

You are not required to provide certain information; however, it may be necessary to determine if you qualify for employment. Disclosure of your Social Security Number and Date of Birth is voluntary unless you are hired. If hired, you must disclose your Social Security Number in order to be in compliance with State and Federal Tax Withholding Laws. You are not required to provide your home telephone number, however, we may not be able to employ you in certain jobs where you may be required to come to work on short notice.

Your Name and Address are required information. If you do not supply the required information, the Bemidji Regional Airport will not be able to consider you for employment.

You may wish to exercise your rights as contained in the Minnesota Government Data Practices Act. These rights include:

1. The right to see and obtain copies of the data maintained on you;
2. The right to be told the contents and meaning of the data;
3. The right to contest the accuracy and completeness of the data.

To exercise these rights, contact: the Bemidji Regional Airport at 218-444-2438.

I have read and understand the above information regarding my rights as a subject of government data.

Applicant Signature: _____

Date: ____ / ____ / ____

APPLICATION FOR VETERAN'S PREFERENCE

{Complete this form only if you are claiming Veteran's Preference (Veteran defined by MN Statute 197.447)}

NOTE: A copy of your DD214 and/or other supporting documentation must be attached

Eligibility: Preference points are awarded to qualified veterans and spouses of deceased or disabled veterans to add to their training and experience examination results. Points are awarded subject to the provisions of Minnesota Statutes 43A.11. To be eligible for veteran's preference points, you must:

Be separated under honorable conditions from any branch of the armed forces of the United State after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty, and be a citizen of the United States or resident alien; or be the surviving spouse of a deceased veteran (as described above) or the spouse of a disabled veteran who, because of the disability, is not able to qualify.

The information you provide on this form will be used to determine your eligibility for veteran's preference points. **You are not required to supply this information, but we cannot award veterans points without it.**

Instructions: You must supply a copy of your DD214. Disabled veterans must also supply Form FL-802 or an equivalent letter from a service retirement board. Spouses applying for preference points must supply their marriage certificate, the Veteran's DD214 and FL-802 or death certificate. If you do not include these documents with this application, be sure to include your name, and the name of the position for which you are applying, when you do submit the documents. All documentation must be received no later than seven (7) calendar days after the application deadline for the position for which you are applying.

Veterans preference application:

Name of veteran _____ Birthdate ____/____/____
Last Name First Name Middle Name Month/Day/Year

Address _____
Street Number City State Zip Code

Veteran: Self Spouse If spouse, veteran's name: _____

Type of preference requested: Veteran Disabled Veteran Spouse of veteran Spouse of disabled veteran

Did the veteran serve on active military duty without interruption for 181 days or more or qualify under M.S. 197.447?
 Yes No If reserve unit, submit evidence of 181 or more consecutive days of service.

Is the veteran a United States citizen? Yes No

Date of entry into service: ____/____/____ Branch: _____

Date of final discharge: ____/____/____ Rank at discharge: _____

Social Security or Service Number: _____

Type of discharge/separation: Honorable Medical Other _____

Do you have a compensable service-related disability? Yes No

FOR SPOUSES OF DECEASED VETERANS:	FOR SPOUSES OF DISABLED VETERANS:
Attached marriage certificate, death certificate and DD214 Form	Veterans present occupation: _____
Date of death ____/____/____ Have you remarried? <input type="checkbox"/> Yes <input type="checkbox"/> No	Veterans total earnings from employment past 12 months \$ _____

Supporting documentation: Is attached Will be submitted within 7 days of application deadline

I hereby claim veteran's preference for this application and swear/affirm that the information on this document is true and correct. I also authorize the release of necessary information by the Veterans Administration to City of Bemidji.

SIGNATURE _____

DATE ____/____/____

Equal Employment Opportunity Data

The Bemidji Regional Airport is an equal opportunity employer. We are committed to the policy of equal employment opportunity in recruitment, hiring, career advancement, and all other personnel practices. To help us comply with Federal/State equal employment opportunity record keeping, reporting and other legal requirements, please answer the questions below. This form will be kept in a confidential file separate from the attached application for employment.

Date: ___/___/___

Name: _____

Position(s) applied for: _____

Referred by: Newspaper advertisement

City website

From an individual (list name) _____

Other (explain) _____

Birth Date: ___/___/___ Age: _____

Sex: Male Female

Race/Ethnic Group: (Check One)

WHITE (NOT OF HISPANIC ORIGIN)-INCLUDING PERSONS HAVING ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF EUROPE, NORTH AFRICA OR THE MIDDLE EAST.

BLACK-ALL PERSONS HAVING ORIGINS IN ANY OF THE BLACK AFRICAN RACIAL GROUPS; NOT OF HISPANIC ORIGIN.

HISPANIC-ALL PERONS OF MEXICAN, PUERTO RICAN, CUBAN OR SOUTH AMERICAN OR OTHER SPANISH CULTURE OR ORIGIN REGARDLESS OF RACE.

AMERICAN INDIAN OR ALASKIAN NATIVE-ALL PERSONS HAVING ORIGINS IN ANY OF THE ORIGINAL PEOPLE OF NORTH AMERICA OR WHO MAINTAIN IDENTIFIABLE TRIBAL AFFILIATIONS THROUGH MEMBERSHIP AND PARTICIPATION OR COMMUNITY RECOGNITION.

ASIAN OR PACIFIC ISLANDERS-ALL PERSONS HAVING ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF THE FAR EAST, SOUTEAST ASIA, THE INDIAN SUBCONTINENT OF THE PACIFIC

IS THERE ANY REASON YOU WOULD BE UNABLE TO DO THE ESSENTIAL FUNCTIONS OF THE JOB?

No Yes (explain) _____