

Metropolitan Topeka Airport Authority
Application for Employment
 (Pre-Employment Questionnaire) (An Equal Opportunity Employer)

Today's Date: _____

PERSONAL INFORMATION				
Last Name _____	First _____	Middle _____	Social Security Number _____	
Street Address _____	(Apt. #) _____	City _____	State _____	Zip Code _____
Email Address _____				
Telephone # _____		Are you 18 years older? _____		YES NO
# To Reach Between 8am & 5pm: _____		(Circle Which Applies)		

EMPLOYMENT DESIRED		
Position that you are applying for. _____	Date you can start. _____	\$ _____ Desired Salary
Are you employed now? <u>YES</u> <u>NO</u> (Circle Which Applies)	If YES, may we contact your employer? _____	<u>YES</u> <u>NO</u> (Circle Which Applies)

EDUCATIONAL BACKGROUND				
	Name & Location of School	*No. of Years Attended	*Did You Graduate	Subjects Studied
Grammar School				
High School				
College				
Trade, Business, or Correspondence School				

*The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 70 years of age.

GENERAL INFORMATION
Subjects of Special Study or Research Work _____

WORK HISTORY
(List below previous employment, starting with the most recent first.)

Date Month & Year	Name & Address of Employer	Salary	Position	Reason for Leaving
FROM _____ TO _____				
FROM _____ TO _____				
FROM _____ TO _____				
FROM _____ TO _____				
FROM _____ TO _____				
FROM _____ TO _____				
FROM _____ TO _____				
FROM _____ TO _____				

If more space is needed, request extra sheets.

REFERENCES

Give the names of **BUSINESS** references (persons not related to you, whom you have known at least one year).

NAME	ADDRESS	BUSINESS	PHONE	YEARS ACQUAINTED

Give the names of **PERSONAL** references (persons not related to you, whom you have known at least one year).

NAME	ADDRESS	BUSINESS	PHONE	YEARS ACQUAINTED

IN CASE OF EMERGENCY, NOTIFY:

Name Address Phone

CLERICAL SKILLS

Estimated Typing Speed _____ w.p.m. Do you have transcription experience? YES NO
(Circle Which Applies)

Do you have experience with Microsoft Office Products? YES NO (Circle Which Applies)

What other software have you used? _____

ACCOUNTING SKILLS

Do you have accounting experience in the following areas (circle which applies)?

General Ledger	YES	NO	Accounts Payable	YES	NO
Payroll Taxes & Procedures	YES	NO	Accounts Receivable	YES	NO

(All of the above may or may not be required for this position.)

Other comments you feel may be important _____

Are you related by marriage or blood to another MTAA employee? YES NO
(Circle Which Applies)

“I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any prior notice.”

Date _____ Signature _____