

# Reading Jet Center Rev. 9/2018

104-B West Apron Drive, Reading Regional Airport, Reading, PA 19605  
Phone: 610-373-3000 Fax: 610-378-9513

**Reading Jet Center is an equal opportunity employer. Applicants will receive consideration for positions without regard to race, color, creed, religion, ancestry, age, gender, sexual orientation, marital status, national origin, disability or handicap, or veteran status. SMOKERS NEED NOT APPLY**

Date: \_\_\_/\_\_\_/\_\_\_ Applying for the position of: \_\_\_\_\_ FT or PT Hourly rate expected: \$ \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Do you have a valid Driver's License?  Yes  No Email Address: \_\_\_\_\_

Are you legally eligible to be employed in the United States?  Yes  No (Proof of identity and eligibility will be required upon hire.)

Have you ever applied for employment with us?  Yes  No If yes, when? \_\_\_\_\_ Do you use any form of nicotine?  Y  N

Are you over the age of 18?  Yes  No (If No, you may be required to provide authorization to work.)

Are you a smoker?  Y  N Are you a Veteran?  Y  N

Have you ever worked for the company before?  Yes  No If yes, When? \_\_\_\_\_ Where? \_\_\_\_\_

When will you be available to begin work? \_\_\_\_\_ Are you available to work: Days  Nights  Weekends

Are you available to work:  Full-time  Part-time  Temporary Would you be available to work overtime, if asked?  Yes  No

Do you have any friends or relatives who work for us?  Yes  No

If yes, who? : \_\_\_\_\_ What department: \_\_\_\_\_

May we contact your present employer?  Yes  No Reason not to contact: \_\_\_\_\_

Are you able to perform these basic requirements:  Lifting up to 60 lbs.  Climbing a ladder

Please list any skills/ special training/ you have including military:

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Please indicate education or training which you believe qualifies you for the position you are seeking.

High school: Number of years completed (circle one): 1 2 3 4 Diploma:  Yes  No GED:  Yes  No

School(s): \_\_\_\_\_ City/State: \_\_\_\_\_  
\_\_\_\_\_

College: Number of years completed (circle one): 1 2 3 4 Major: \_\_\_\_\_ Degree earned: \_\_\_\_\_

School(s): \_\_\_\_\_ City/State: \_\_\_\_\_  
\_\_\_\_\_

Vocational or Trade School: Number of years completed (circle one): 1 2 3 4 Course: \_\_\_\_\_  
Degree or certificate earned: \_\_\_\_\_  
School(s): \_\_\_\_\_ City/State: \_\_\_\_\_

\_\_\_\_\_

Please list last employer first, including U.S. military Service.

Employer: \_\_\_\_\_ Position: \_\_\_\_\_ Employed from: \_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Weekly pay: Start: \_\_\_\_\_ Last: \_\_\_\_\_

Telephone :(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Supervisor: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Work performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_ Position: \_\_\_\_\_ Employed from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Weekly pay: Start: \_\_\_\_\_ Last: \_\_\_\_\_

Telephone :(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Supervisor: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Work performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_ Position: \_\_\_\_\_ Employed from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Weekly pay: Start: \_\_\_\_\_ Last: \_\_\_\_\_

Telephone :(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Supervisor: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Work performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_ Position: \_\_\_\_\_ Employed from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Weekly pay: Start: \_\_\_\_\_ Last: \_\_\_\_\_

Telephone :(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Supervisor: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Work performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant's Certification and Agreement

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize Reading Jet Center to verify their accuracy and to obtain reference information on my work performance.

I hereby release Reading Jet Center from any/all liability of whatever kind and nature that, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of Reading Jet Center. However, I further understand that neither the policies, rules or regulations of employment nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or Reading Jet Center may terminate my employment at any time with or without notice or cause.

Signature of Applicant: \_\_\_\_\_ Email address: \_\_\_\_\_ Date: \_\_\_\_\_