



Physical: 71 Airport Road, West Tisbury, MA 02575  
Mailing: 71 Airport Road, Vineyard Haven, MA 02568  
Ph: 508-693-7022 fax: 508-696-4631

**An Equal Opportunity Employer** The Martha's Vineyard Airport is an equal opportunity employer and does not discriminate against any applicant because of race, color, religion, sex, marital status, national origin, age, disability, sexual orientation or any other class protected by federal, state or local law.

## Employment Application Form

A fully completed application is required for each position applied for. "See Resume" is not acceptable in any field.

**Please attach your resume to this application form.**

**Please remit completed application in person, or to: [jshemit@mvyairport.com](mailto:jshemit@mvyairport.com)**

### Applicant Information:

Date \_\_\_\_\_

Full Name \_\_\_\_\_  
*Last First M.I.*

Address \_\_\_\_\_  
*Street Address Apartment / Unit #*

\_\_\_\_\_ *City State Zip Code*

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Date Available \_\_\_\_\_ Desired Salary \$ \_\_\_\_\_

Position Applied For \_\_\_\_\_

Are you legally authorized to work in the United States? Yes  No

Have you ever worked for this organization? Yes  No

Employment Desired? Full Time  Part Time

Hours of work (per week) desired? \_\_\_\_\_

**Education:**

High School: \_\_\_\_\_

Did you graduate? Yes  No  Degree \_\_\_\_\_

Address \_\_\_\_\_

College \_\_\_\_\_

Did you graduate? Yes  No  Degree \_\_\_\_\_

Address \_\_\_\_\_

Other \_\_\_\_\_

Did you graduate? Yes  No  Degree \_\_\_\_\_

Address \_\_\_\_\_

**Licenses & Certifications:**

**Please list all current licenses you possess that are relevant to the work and position you seek.**

Do you have a valid driver's license (Class D auto)? Yes  No

Expiration Date \_\_\_\_\_

Do you have a valid CDL license? Class A  Class B

Expiration Date \_\_\_\_\_

Do you have a valid Hydraulic license? Yes  No

Expiration Date \_\_\_\_\_

Do you have a license to carry a firearm? Yes  No

Expiration Date \_\_\_\_\_

What other valid licenses or certificates do you hold?

\_\_\_\_\_  
\_\_\_\_\_

**Previous Employment:**

Company \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Job Title \_\_\_\_\_

Responsibilities \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? Yes  No

Contact Phone # \_\_\_\_\_

Company \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Job Title \_\_\_\_\_

Responsibilities \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? Yes  No

Contact Phone # \_\_\_\_\_

Company \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Job Title \_\_\_\_\_

Responsibilities \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

Reason for leaving \_\_\_\_\_

May we contact your previous supervisor for a reference? Yes  No

Contact Phone # \_\_\_\_\_

**Military Service:**

Are you a U.S. Veteran? Yes  No

What is you U.S. Military Service History? \_\_\_\_\_

Date of Discharge \_\_\_\_\_

**Criminal Record:**

Have you ever been convicted of a felony? Yes  No

If yes please explain \_\_\_\_\_

**References:** *Please list three professional references.*

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

*Please list one unrelated personal reference.*

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

I understand that the company may require me to successfully complete a pre-employment drug and alcohol test as a condition of employment and that continued employment may be based on the successful completion of similar tests.

I certify that my answers are true and complete to the best of my knowledge and that intentional misrepresentations or omissions may be cause, for the rejection of my application and that if hired I may be released from employment.

I understand that employment with your company is “at will” and nothing in the interview or hiring process, this application, or your company policies are intended to create an employment contract between myself and the company. Employment may be terminated by either party at any time for any reason with or without notice.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_