A picture containing text, clock

Description automatically generated**BURBANK-GLENDALE-PASADENA**

**AIRPORT AUTHORITY POLICE DEPARTMENT**

**Pre-Screener Application**

(PRE-EMPLOYMENT QUESTIONAIRRE) (AN EQUAL OPPORTUNITY EMPLOYER)

**Instructions:** The purpose of the pre-screener application is to get accurate applicant information. Please complete all portions – incomplete forms will be destroyed. Applicants MUST be 21 years of age or older to apply.

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| Date: Enter Date |

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| Name: Enter Name | |
| Phone#: Enter Phone | Alternate Phone # Enter Alt Phone |
| Address:Enter Address | City: Enter City |
| State:Enter State | Zip Enter Zip |
| Email Address: Enter Email | Driver License # Enter DL - State Enter State |

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| Are you interested in FULL-TIME PART-TIME ANY |

If it is determined that you are a viable candidate and positions are available, your processing will begin. If there are no positions available, your pre-screener will be kept for up to one year and you will be notified once we have openings. Do not include documents (including certifications).

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| **PERSONAL INFORMATION**  Yes  No Are you a United States Citizen? |
| Yes No Do you possess a High School diploma or GED? |
| Yes No Have you received 3 or more moving traffic violations within the past three years? |
| Yes No Have you ever been convicted of a felony? |
| Yes No If employed by a law enforcement agency, are you now under investigation? |
| Yes No Have you used, possessed, or cultivated an illegal controlled substance? Date last used: Click or tap to enter a date. |
| Yes No Have you been cited for any drug or alcohol related charges within the past five years? When: Click or tap to enter a date. |
| Yes No Have you ever been convicted of any crime involving, but not limited to: perjury, domestic violence,  sexual misconduct (of any kind) or assault/battery? |
| Yes  No Have you ever worked at the Burbank-Glendale-Pasadena airport Authority Police Department,  Airport Group International, Inc, Lockheed Air Terminal, Inc, or any other affiliate before?  Where & When? Click or tap here to enter text. |
| Please select the highest-level POST Professional Certificate Attained: Choose Certificate |

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| *Present or Most Recent* |
| **1.** Employer: Enter Employer |
| Dates of Employment: From Enter From To Enter From |
| Position(s) Held: Enter Position(s) Held |
| Reason for Leaving: Enter Reason for Leaving |
| Description of Duties: Describe Duties |
| **2.** Employer: Enter Employer |
| Dates of Employment: From 7/5/2021 To 7/16/2021 |
| Position(s) Held: Enter Position(s) Held |
| Reason for Leaving: Enter Reason for Leaving |
| Description of Duties: Describe Duties |
| **3.** Employer: Enter Employer |
| Dates of Employment: From 7/12/2021 To 7/6/2021 |
| Position(s) Held: Enter Position(s) Held |
| Reason for Leaving: Enter Reason for Leaving |
| Description of Duties: Describe Duties |
| 4. Employer: Enter Employer |
| Dates of Employment: From Enter From To Enter To |
| Position(s) Held: Enter Position(s) Held |
| Reason for Leaving: Enter Reason for Leaving |
| Description of Duties: Describe Duties |

**EMPLOYMENT HISTORY:** Describe below the last four jobs or 10 years of work history you have held (including military, part-time, temporary, or volunteer work.) Begin with your present or most recent employment. You may attach a separate sheet if necessary. Please **provide details** of your job duties. You must account for all periods of unemployment.

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| **If you answer “yes” to the following, you must attach a full explanation before your application will be considered.**  Yes  No Have you ever been disciplined by any current or past employer(s)? If military  experience, list disciplines, i.e., Article 15, etc. (List each discipline, employer, and  dates.) |
| Yes  No Have you ever been terminated or asked to resign from a job? (List each employer,  reason and dates. |

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| **EDUCATION RECORD** |
| Do you have a college degree? Yes  No |
| Type of degree: Enter Type of Degree Course of Study: Enter Course of Study |
| Is your POST Certification Current: Yes  No You must have a minimum of a POST Basic Certificate and you must not have been retired for more than three (3) years for POST Certification to be current or you must have attended a POST Re-Certification Course within the past three (3) years. |
| If retired over three (3) years, have you attended a POST Re-Certification Course: Yes  No  When: Click or tap to enter a date. Where: Enter Location of Recert |

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| **CRIMINAL HISTORY**  *Note* – Because you are applying to a law enforcement agency, you must include information about any arrest, charge, conviction, or other criminal activity, even if the records are sealed or expunged. If you answer “yes” to any of the following, **you must attach a full explanation before your application will be considered.** |
| Yes  No Have you ever been arrested or charged of any felony and/or misdemeanor? |
| Yes  No Have you ever been convicted of any felony and/or misdemeanor? |
| Yes  No Have you ever been involved in the sale of illegal drugs? |
| Yes  No Have you ever taken anything from an employer without proper permission? |
| Yes  No Are you now or have you ever been a member of a gang or any association that  engages in criminal activity? |
| Yes  No Do you have regular or continuous associations or dealings with anyone under  criminal investigation or indictment, or who is involved in criminal behavior? |

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| **UNITED STATES MILITARY RECORD**  Yes  No Have you ever been a member of the United States Armed Forces? |
| Branch: Enter Branch |
| Highest Rank: Enter Highest Rank |
| Type of Discharge: Enter Type of Discharge |
| Active Duty Dates From: Click or tap to enter a date. To: Click or tap to enter a date. |
| Reserve Duty Dates From: Click or tap to enter a date. To: Click or tap to enter a date. |

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| Supporting Equality of opportunity in hiring, training, transfer, and promotion has been a Burbank-Glendale-Pasadena Airport Authority policy for many years, with benefits applied fairly and equally to all without regard to age, sex,  marital status, race, color, ancestry, religious creed, medical condition, physical handicap, national origin, physical or mental handicap, sexual orientation, pregnancy, or political affiliation. |

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| I certify that the answers I have given and the statements I have made in this application are correct and that I have not omitted any information of consequence. I agree not to hold any Burbank-Glendale-Pasadena Airport Authority or Airport Group International, Inc. or any employee liable if my employment is terminated because I have given incorrect answers or statements or omitted important information in this application. I agree to undergo a job-related physical examination, including screening tests for illegal drugs. If I am employed as a result of this application, I will comply with all orders, rules, and regulations of the company. I authorize the companies, schools, and people named in this application to give Burbank-Glendale-Pasadena Airport Authority or Airport Group International, Inc. any requested information concerning any criminal conviction of myself, and I release any such agency from liability for damages for giving this information. I further authorize Burbank-Glendale-Pasadena Airport Authority or Airport Group International, Inc., to disclose any employment or background related information it has obtained about me (i) from this application, (ii) in the course of its private investigations as authorized above, or (iii) from my prior employers to customers of Burbank-Glendale-Pasadena Airport Authority or Airport Group International, Inc., or its affiliates who request such information for verification purposes, to law enforcement agencies and private providers of security when related to inquiries regarding airport security, and to others who in the reasonable judgment of Burbank-Glendale-Pasadena Airport Authority or Airport Group International, Inc. have a legitimate need to review such information. I understand that if I am employed by the company, my employment will not be for any specified term and may be terminated by me or the company at any time for any reason, except as otherwise specifically provided in any written agreement. I understand that employment is conditioned upon my ability to verify eligibility for employment in the United States. |

Signature:­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Enter Date