



JACKSON MUNICIPAL AIRPORT AUTHORITY

Jackson Municipal Airport Authority's mission is to connect Jackson to the world, and the world to Jackson. If you'd like to see your career take flight and help us deliver on this mission, apply with us today! If you land a position with JMAA, there are abundant benefits you may be eligible for including medical, dental, vision, life and disability insurances, generous time off benefits, a rich retirement program and more! JMAA encourages the development of its team members and has an education reimbursement program too. If you have the skills to successfully fill one of our open positions, we would love to speak with you!

JMAA is currently looking for qualified candidates to fill the role of Airport Operations Agent.

What traits do we seek? Successful candidates will...

- Display strong initiative while being attentive to details and compliance focused.
- Knowledgeable of general security program compliance enforcement specifically within the Airport Sterile, Secure, and SIDA designated areas, at terminal drives, public and employee parking areas, vehicle access points, as well as terminal, adjacent ramp, and airfield areas.
- High School diploma.
- Associates Degree and/or advanced study in Security and/or Airport Operations is helpful but not required.
- Some previous experience working in the security field with extensive public contacts.
- Have a valid Mississippi driver's license with a class B endorsement and ability to receive authorization to drive in secured areas.

What Do You Get to Do? You will...

- Assists the general public by providing directions, responding to questions and inquiries, and relaying on-site requests for assistance.
- Patrols assigned airport property in a vehicle or on foot to support and enforce security, ground transportation services, and public safety regulations.
- Gathers survey information from travelers regarding taxi, shuttle, checkpoint, flight wait times, and service quality.
- Monitors wait times at taxi stands, TSA security screening, and baggage claim wait times.
- Issues airport rules violation citations as necessary, maintains records related to citations, and prepares daily activity logs.
- Monitors and directs vehicle and pedestrian traffic flow to and from the airport terminal building to reduce traffic accidents and incidents.
- Responds to door alarms and reports incidents.
- Reports suspicious activities and individual security and safety hazards.
- Inspects assigned vehicles and equipment for maintenance or repairs.
- May appear in court to present evidence and testify as necessary and may assist sworn officers with traffic control and response to emergency situations.
- Documents incidents, accidents, or occurrences in writing, reporting essential information in accordance with department policy and procedures.
- Complies with department and division policies, plans, and procedures. Performs other duties as required to ensure security and safety at the airport.
- May perform other duties as assigned.

Demographic Data

Completion of this section is completely voluntarily.

EOE, M/F, D/V APPLICANT DATA RECORD

JMAA is subject to certain nondiscrimination and affirmative action recordkeeping and reporting requirements which require us to invite employees to voluntarily self-identify race/ethnicity and other personal demographic information. Providing this information is strictly voluntarily and refusal to complete this form will not affect your consideration for employment with JMAA.

All applicants are considered for the applied position without regard to race, color, religion, sex, national origin, age, marital status, veteran status, disability (if performance ability coincides with job requirements), or any other legally protected status.

Solely to help us comply with government record keeping, reporting and other legal requirements, we ask that you complete this Applicant Data Record. We appreciate your cooperation. The completion of this Data Record is optional. If you choose to volunteer the requested information, please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or your personnel file. Periodic Reports are made to the government on the following information.

YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

Last Name		First Name		MI
Check one:	Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Other I do not wish to disclose	<input type="checkbox"/> Female
Check one:	Marital Status	<input type="checkbox"/> Married	<input type="checkbox"/> Single	

Check one of the following:

<input type="checkbox"/> White	<input type="checkbox"/> African American	<input type="checkbox"/> American Indian/Alaskan Native
<input type="checkbox"/> Hispanic	<input type="checkbox"/> Asian/Pacific Islander	<input type="checkbox"/> Other Specify: _____

How did you hear about us? Check one of the following:

<input type="checkbox"/> Walk-In	<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Friend/Relative
<input type="checkbox"/> Newspaper	<input type="checkbox"/> College/Tech School	<input type="checkbox"/> Other Specify: _____



100 INTERNATIONAL DRIVE, SUITE 300
JACKSON, MISSISSIPPI 39208

Application for Employment
(Please Print or Type in Black Ink)

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Applicants are considered for all positions without regard to race, religion, gender, national origin, age, veteran status, the presence of a non-job related physical or mental condition, handicap, or disability, or any other legally protected status. If you require accommodation or assistance in completing this application or in any stage of the employment process, please let us know.

APPLICATION FOR:
ADVERTISEMENT PERIOD:

Personal:

Last Name	First Name	MI
Address		
City	State	Zip
SS last four digits (Because of identity theft concerns, many employers are not requiring SS#s on the application. What does JMAA use this information for?)		
Home Phone #	Mobile/Alternate Phone #	
Email Address		
Driver License #	Class	Expiration State

Are you authorized to work in the U.S. on an unrestricted basis?

(Proof of identity and work authorization status will be verified upon employment)

*Are you at least 18 years or older? (Does JMAA allow employment of minors?) When will you be available to begin if selected for the position? Are you available to work shifts?

Yes	No	
Yes	No	

(Would ask applicants to identify shifts availability)

*Can you work overtime, if required, including weekends

Have you ever been employed with JMAA before?

Yes No

If yes, give dates

Have you ever been convicted of a crime other than minor traffic violations? (EEOC is moving to ban this

Yes No

question from applications. The way the question is asked on this application is way too broad. May want to ask if the applicant has been convicted of a felony. Are there misdemeanors that would prevent an applicant from passing a background investigation?)

If yes, state nature of offense, when, where and disposition

(A conviction will not necessarily disqualify an applicant from employment)

Do you have any relatives presently employed by the Jackson Municipal Airport Authority?

Yes No

If yes, list names and relationship

Employment with the Jackson Municipal Airport Authority is contingent upon the ability to be granted and maintain ID/secure media badge as regulated by TSA, and a valid driver's license and motor vehicle report in compliance with JMAA's Drivers Policy. A comprehensive pre-employment background check includes an education/experience investigation, a medical physical exam, a drug/alcohol screen, a motor vehicle report and a fingerprint-based criminal history record check.

Education & Training													
	High School				College/Technical/Business				Graduate School				
School Name & Location													
Years Completed (circle)	9	10	11	12	1	2	3	4	1	2	3	4	5
*Degree Received													
* Subjects Studied/ Major													
Diploma/Degree (Verification of education required Describe Course of Study:													
Describe Specialized Training, Apprenticeships, Extra-Curricular Activities, Foreign Languages:													

Employment Experience

Start with your present or last job. If unemployed, start with your immediate past employment. Be specific and complete. Include military service assignments and volunteer activities. Any military service must be documented by providing a DD214 along with this application. Exclude organizational names that indicate race, color, religion, gender, national origin, disabilities or other protected status. Explain any gaps between employments. Failure to explain any gaps in employment will be justification for your disqualification from the selection process. Use additional sheets if necessary.

Your Job Title _____	Telephone Number (_____)
Company Name _____	Employed Dates (Indicate Month, Day and Year)
Address _____	From: _____ To: _____
City, State, Zip _____	Annual Salary:
Name of Supervisor _____	Start _____ Last _____
Describe Your Duties: _____	Reason for Leaving _____
_____	_____
_____	May We Contact This Employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	If No, Please Explain _____
_____	_____
Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	

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_____	May We Contact This Employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	If No, Please Explain _____
_____	_____
Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	

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_____	If No, Please Explain _____
_____	_____
Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	

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_____	_____
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_____	If No, Please Explain _____
_____	_____
Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	

Additional Skills

State any additional information you feel may be helpful to us in considering your application.

Indicate any professional licenses or certificates, license numbers, their expiration dates and issuing agency.

References:

List the name, address, and telephone number of at least three references who are not related to you and are not previous employers.

Name	Address	Telephone Number

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I understand the completion of this application nor does any other part of my consideration for employment establish any obligation for JMAA to hire me. If hired, I understand that either JMAA or I can terminate my employment at any time and for any reason, with or without prior notice.

I understand that an investigation of all statements contained in this application for employment will be conducted, to include at a minimum: personal and business references; employment history; education/technical training; and military service. If a conditional offer of employment is extended, I understand that my hiring may be contingent upon successful completion of job-related testing, a medical examination, an alcohol and drug screening, a criminal background investigation, and a motor vehicle report. I agree, upon request, to sign all necessary authorization and consent forms.

I attest with my signature below that the information I have given on this application is true, correct and complete. No requested information has been concealed and grant JMAA the authority to contact references provided for employment

reference checks. If any information I provided on this application is untrue or if I have concealed material information, I understand that this will constitute cause for the denial of employment or if employment has begun, immediate dismissal.

Signature of Applicant

Date

THIS APPLICATION FORM MUST BE COMPLETED IN FULL, SIGNED AND DATED.