

**NORTHWEST FLORIDA BEACHES INTERNATIONAL AIRPORT**  
**6300 WEST BAY PARKWAY, BOX A**  
**PANAMA CITY, FL 32409**  
**850-763-6751**

**POLICE APPLICATION FOR EMPLOYMENT**  
 (An Equal Opportunity Employer and Drug-Free Workplace)

All applicants will be given equal consideration without regard to race, color, religion, sex, national origin, age, marital status or the presence of a non-job related handicap.

DATE \_\_\_\_\_ POSITION DESIRED (or type of work) \_\_\_\_\_

NAME \_\_\_\_\_ SOCIAL SECURITY # (Last 4 only) XXX-XX-  
 (Last) (First) (Middle)

PRESENT ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_  
 Street, City, State, Zip Code

PERMANENT ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_  
 Street, City, State, Zip Code

DRIVERS LICENSE # \_\_\_\_\_ LICENSE CLASS \_\_\_\_\_ STATE/EXP \_\_\_\_\_

DATE AVAILABLE \_\_\_\_\_ ACCEPTABLE STARTING SALARY \_\_\_\_\_

ARE YOU WILLING TO WORK SHIFT WORK? \_\_\_\_\_ REFERRED BY \_\_\_\_\_

HAVE YOU BEEN EMPLOYED BY THE AIRPORT BEFORE STATE WHEN AND POSITION \_\_\_\_\_

DO YOU HAVE ANY RELATIVES EMPLOYED BY THE AIRPORT? \_\_\_\_\_ NAME \_\_\_\_\_

ARE YOU PRESENTLY EMPLOYED? \_\_\_\_\_ MAY WE CONTACT YOUR PRESENT EMPLOYER? \_\_\_\_\_

**EDUCATION AND SKILLS: (CIRCLE HIGHEST GRADE COMPLETED)**

1 – 8 GRADE: 1 2 3 4 5 6 7 8    HIGH SCHOOL: 9 10 11 12    COLLEGE: 13 14 15 16    GRADUATE SCHOOL: 17 18 19 20

TYPE OF SCHOOL	NAME AND ADDRESS	DATE FROM MO/YR	DATE TO MO/YR	MAJOR COURSE WORK	DID YOU GRADUATE?	GPA	DEGREE
HIGH SCHOOL							
BUSINESS OR TRADE							
COLLEGE							
GRADUATE SCHOOL							
OTHER							

WHAT OFFICE MACHINES DO YOU OPERATE? \_\_\_\_\_

TYPING SPEED \_\_\_\_\_ PROFESSIONAL/TRADE LICENSES \_\_\_\_\_

HAVE YOU EVER SERVED AN APPRENTICESHIP? \_\_\_\_\_ CRAFT \_\_\_\_\_ HOW LONG? \_\_\_\_\_

SPECIAL SKILLS (INCLUDING LIST OF MACHINES, OR EQUIPMENT YOU HAVE OPERATED OR USED) \_\_\_\_\_

**WORK EXPERIENCE:**

START WITH YOUR PRESENT OR LAST POSITION. ACCOUNT FOR AT LEAST THE LAST TEN YEARS. INCLUDE RELEVANT EXPERIENCE IN THE U.S. MILITARY. IF LAPSES OCCURRED BETWEEN ANY EMPLOYMENT, GIVE DATES AND REASON FOR UNEMPLOYMENT. IF PROFESSIONAL HISTORY EXTENDS BEYOND TEN YEARS, PLEASE INCLUDE. ATTACH ADDITIONAL SHEETS, IF NECESSARY.

PRESENT OR LAST EMPLOYER:

NAME OF EMPLOYER \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

STREET, CITY, STATE, ZIP CODE

NATURE OF BUSINESS \_\_\_\_\_ NAME OF SUPERVISOR \_\_\_\_\_

EMPLOYED FROM \_\_\_\_\_ TO \_\_\_\_\_ STARTING SALARY \_\_\_\_\_ ENDING SALARY \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

JOB TITLE AND DESCRIPTION OF DUTIES \_\_\_\_\_

**NEXT PREVIOUS EMPLOYER:**

NAME OF EMPLOYER \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

STREET, CITY, STATE, ZIP CODE

NATURE OF BUSINESS \_\_\_\_\_ NAME OF SUPERVISOR \_\_\_\_\_

EMPLOYED FROM \_\_\_\_\_ TO \_\_\_\_\_ STARTING SALARY \_\_\_\_\_ ENDING SALARY \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

JOB TITLE AND DESCRIPTION OF DUTIES \_\_\_\_\_

**NEXT PREVIOUS EMPLOYER:**

NAME OF EMPLOYER \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

STREET, CITY, STATE, ZIP CODE

NATURE OF BUSINESS \_\_\_\_\_ NAME OF SUPERVISOR \_\_\_\_\_

EMPLOYED FROM \_\_\_\_\_ TO \_\_\_\_\_ STARTING SALARY \_\_\_\_\_ ENDING SALARY \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

JOB TITLE AND DESCRIPTION OF DUTIES \_\_\_\_\_

**NEXT PREVIOUS EMPLOYER:**

NAME OF EMPLOYER \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

NATURE OF BUSINESS \_\_\_\_\_ STREET, CITY, STATE, ZIP CODE \_\_\_\_\_  
NAME OF SUPERVISOR \_\_\_\_\_

EMPLOYED FROM \_\_\_\_\_ TO \_\_\_\_\_ STARTING SALARY \_\_\_\_\_ ENDING SALARY \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

JOB TITLE AND DESCRIPTION OF DUTIES \_\_\_\_\_

**NEXT PREVIOUS EMPLOYER:**

NAME OF EMPLOYER \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

NATURE OF BUSINESS \_\_\_\_\_ STREET, CITY, STATE, ZIP CODE \_\_\_\_\_  
NAME OF SUPERVISOR \_\_\_\_\_

EMPLOYED FROM \_\_\_\_\_ TO \_\_\_\_\_ STARTING SALARY \_\_\_\_\_ ENDING SALARY \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

JOB TITLE AND DESCRIPTION OF DUTIES \_\_\_\_\_

**ADDITIONAL PERSONAL DATA:**

ARE YOU AT LEAST 19 YEARS OF AGE? \_\_\_\_\_ ARE YOU A U.S. CITIZEN? \_\_\_\_\_

IF NOT A CITIZEN, LIST TYPE OF VISA AND ALIEN REGISTRATION NUMBER \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A CRIME (EXCEPT FOR MINOR TRAFFIC OFFENSES)? \_\_\_\_\_

IF YES, LIST DATE, PLACE, CHARGE AND DISPOSITION \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A CRIME UNDER ANOTHER NAME? \_\_\_\_\_

IF YES, LIST NAME USED, WHERE, AND EXPLAIN CIRCUMSTANCES \_\_\_\_\_

**U.S. MILITARY SERVICE:**

BRANCH OF SERVICE \_\_\_\_\_ HIGHEST RANK \_\_\_\_\_

DATE OF ENLISTMENT \_\_\_\_\_ DATE AND TYPE OF DISCHARGE \_\_\_\_\_

PRESENT MILITARY STATUS \_\_\_\_\_ BRANCH \_\_\_\_\_

**REFERENCES (OTHER THAN RELATIVES):**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_ OCCUPATION \_\_\_\_\_

ADDRESS \_\_\_\_\_ YEARS KNOWN \_\_\_\_\_  
STREET, CITY, STATE, ZIP CODE

NAME \_\_\_\_\_ PHONE \_\_\_\_\_ OCCUPATION \_\_\_\_\_

ADDRESS \_\_\_\_\_ YEARS KNOWN \_\_\_\_\_  
STREET, CITY, STATE, ZIP CODE

NAME \_\_\_\_\_ PHONE \_\_\_\_\_ OCCUPATION \_\_\_\_\_

ADDRESS \_\_\_\_\_ YEARS KNOWN \_\_\_\_\_  
STREET, CITY, STATE, ZIP CODE

NAME \_\_\_\_\_ PHONE \_\_\_\_\_ OCCUPATION \_\_\_\_\_

ADDRESS \_\_\_\_\_ YEARS KNOWN \_\_\_\_\_  
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NAME \_\_\_\_\_ PHONE \_\_\_\_\_ OCCUPATION \_\_\_\_\_

ADDRESS \_\_\_\_\_ YEARS KNOWN \_\_\_\_\_  
STREET, CITY, STATE, ZIP CODE

NAME \_\_\_\_\_ PHONE \_\_\_\_\_ OCCUPATION \_\_\_\_\_

ADDRESS \_\_\_\_\_ YEARS KNOWN \_\_\_\_\_  
STREET, CITY, STATE, ZIP CODE

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**RESIDENTIAL INFORMATION**

ADDRESS \_\_\_\_\_ DATES \_\_\_\_\_  
STREET, CITY, STATE, ZIP CODE

ADDRESS \_\_\_\_\_ DATES \_\_\_\_\_  
STREET, CITY, STATE, ZIP CODE

ADDRESS \_\_\_\_\_ DATE \_\_\_\_\_  
STREET, CITY, STATE, ZIP CODE

ADDRESS \_\_\_\_\_ DATE \_\_\_\_\_  
STREET, CITY, STATE, ZIP CODE

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**HABITS**

1. Do you use alcoholic beverages? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, in what quantities? \_\_\_\_\_

2. Current/recent illegal use of a controlled substance (indicate type and date last used) None: \_\_\_\_\_

Marijuana: Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_ Cocaine: Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

Opiates: Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_ Other: Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

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**COURT RECORD**

1. Have you ever had a drivers license in any state other than the state of your current drivers license? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, give the circumstances (submit 7 year driving history): \_\_\_\_\_

2. Have you been issued a traffic citation or paid a fine for any traffic violations? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, give the circumstances:

3. Have you ever committed a crime, whether arrested or not, that would constitute a felony or first degree misdemeanor?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, list below and also provide explanations and enclose all related documents.

Date: \_\_\_\_\_ Charge: \_\_\_\_\_ Arresting Agency: \_\_\_\_\_

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Have you ever been arrested or convicted of any criminal or traffic violation? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, list below and also provide explanations and enclose all related documents.

Date: \_\_\_\_\_ Charge: \_\_\_\_\_ Arresting Agency: \_\_\_\_\_

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I CERTIFY THAT THE INFORMATION GIVEN BY ME ON THIS APPLICATION FOR EMPLOYMENT IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION AND UNDERSTAND THAT ANY FALSE STATEMENT, MATERIAL MISREPRESENTATION OR SIGNIFICANT OMISSION OF A FACT CALLED FOR IN THIS FORM WILL BE CAUSE FOR CANCELLATION OF THIS APPLICATION OR SEPARATION FROM AIRPORT SERVICES IF I HAVE BEEN EMPLOYED. I FURTHER AUTHORIZE THE PERSONS, SCHOOLS, CURRENT EMPLOYERS (IF APPROVED BY ME ELSEWHERE IN THIS APPLICATION) AND OTHER ORGANIZATIONS AND EMPLOYERS NAMED IN THIS APPLICATION TO PROVIDE THE AIRPORT AUTHORITY WITH ANY INFORMATION THAT MAY BE REQUIRED TO ARRIVE AT AN EMPLOYMENT DECISION. I HEREBY RELEASE ALL PERSONS, SCHOOLS, EMPLOYERS AND ORGANIZATIONS NAMED HEREIN FROM ALL LIABILITY FOR ANY DAMAGE WHATSOEVER FOR ISSUING THIS INFORMATION CONCERNING ME.

I AGREE TO UNDERGO A MEDICAL EXAMINATION INCLUDING DRUG TESTING BY A PHYSICIAN OR PHYSICIANS SELECTED BY THE AIRPORT AUTHORITY AND AUTHORIZE THEM TO DISCLOSE AND RELEASE TO THE AIRPORT AUTHORITY THE RESULTS OF THAT EXAMINATION AND DRUG TESTING.

\_\_\_\_\_  
**SIGNATURE OF APPLICANT**

\_\_\_\_\_  
**DATE**

NORTHWEST FLORIDA BEACHES  
INTERNATIONAL AIRPORT  
POLICE OFFICER APPLICATION PROCESS

APPLICATIONS

In addition to completing a regular application for employment with the Northwest Florida Beaches International Airport, applicants for the Airport Police Department must complete a personal history statement.

THE COMPLETED PERSONAL HISTORY STATEMENT, AIRPORT APPLICATION, AND OTHER REQUIRED DOCUMENTS SHOULD BE MAILED OR DELIVERED TO:

NORTHWEST FLORIDA BEACHES INTERNATIONAL AIRPORT  
6300 WEST BAY PARKWAY, BOX A  
PANAMA CITY, FLORIDA 32409

The documents listed below must be received with your application for it to receive active consideration. Applications will not be processed until all items are completed and all required documents are received.

REQUIRED DOCUMENTS

All applicants must submit the following legal documents:

1. Birth Certificate. A copy of the document must be from the Bureau of Vital Statistics from the state of your birth.
2. Social Security Card. A photocopy of your social security card. (Please copy your social security card and your driver's license on the same page.)
3. Driver's License. A photocopy of your driver's license. (Please copy your driver's license and social security card on the same page.)
4. High School Diploma/GED/Transcript. A copy of your high school diploma or GED and a certified college transcript (if applicable). Official transcripts may be sent directly from the college or may be included with your application.
5. Proof of name change (if applicable).
6. Driver's Record. Applicants must submit a recent copy of their seven year driver's history transcript from every state (except Florida) in which you have ever held a valid driver's license.
7. Military Record. A copy of your DD214 reflecting character of service for each tour of duty, or an affidavit of No Military Service.
8. Naturalization Papers (if applicable). Federal law prohibits the copying of naturalization papers. The actual papers must be presented for inspection at the time of application.

SELECTION PROCESS - AIRPORT POLICE OFFICER

The following steps comprise the selection process for the position of Airport Police Officer:

1. Review application to insure all minimum requirements are met.
2. Background investigation (see note below).
3. Oral interview.
4. Written psychological exam.
5. Medical examination, including drug screen.
6. Firearms qualification.

**\*\*IMPORTANT FOR PROCESSING\*\***

The recruitment process for police officers is time consuming and requires many hours of background investigation. Many applicants fail to complete the required forms or to bring proper documents such as birth certificates, diplomas, etc. Therefore, in order to give each applicant the best opportunity for employment, background investigations will not begin on an applicant until all forms and documents are returned to the Administration office at the Airport. Applications not containing all documents will be regarded as incomplete and will not be processed.

#### MINIMUM REQUIREMENTS FOR EMPLOYMENT - POLICE OFFICER

Section 943.13, Florida Statutes, states any person employed or appointed as a full-time, part-time or auxiliary law enforcement officer or correctional officer after October 1, 1984, or any person employed as a correctional officer by a private entity under contract to the Department of Corrections or to a county commission after October 1, 1986, shall meet the following requirements:

1. Be at least 19 years of age.
2. Be a citizen of the United States.
3. Be a high school graduate or its equivalent.
4. Not have been convicted of a felony or of a misdemeanor involving perjury or false statements. Any person who, after July 1, 1981, pleads guilty or nolo contendere to or is found guilty of a felony or of a misdemeanor involving perjury or a false statement shall not be eligible for employment or appointment as an officer, notwithstanding suspension of sentence or withholding of adjudication.
5. Never have received a dishonorable discharge from any of the Armed Forces of the United States.
6. Have been fingerprinted by the employing agency and processed by FDLE and the FBI.
7. Have passed a physical examination by a licensed physician, including a drug screen.
8. Have good moral character.
9. Complete an Affidavit of Applicant Form (CJSTC-68).
10. Successful completion of a background investigation.
11. Complete basic recruit training.
12. Comply with continuing training or education requirements.

#### GENERAL EMPLOYMENT BENEFITS – POLICE OFFICER

1. Health Insurance. The Airport Authority pays a portion of the premium for health insurance for the employee.
2. Life Insurance. The Airport Authority furnishes life insurance in an amount equal to the employee's yearly salary, rounded off to the next highest thousand dollars.
3. Retirement Plan. The Airport Authority contributes an amount equal to 10% of the employee's salary to the retirement plan. Employees begin vesting at two years and are fully vested after six years.
4. Uniforms are furnished by the Airport Police Department.
5. Tuition reimbursement and Police Education Incentive monies are available for employees who meet the requirements.
6. Employees receive 10 paid holidays per year.
7. Employees earn 12 vacation days and 12 sick days per year. Vacation can be utilized after 90 days, and sick leave can be used as earned.
8. Starting pay for an Airport Police Officer is \$28,320 annually or \$13.61 hourly.

#### COLLECTION OF SOCIAL SECURITY NUMBERS

In compliance with Section 119.071 (5), Florida Statutes, the Northwest Florida Beaches International Airport must provide you with a written statement of the purposes for the collection of Social Security numbers.

The Northwest Florida Beaches International Airport collects Social Security numbers from individuals for the following purposes:

1. Identification and verification.
2. Employment background investigations.

Social Security numbers are confidential and kept secure at all times to prevent unauthorized access.

