



JACKSON HOLE AIRPORT

Dear Transportation Security Officer Applicant:

Thank you for your interest in joining the Jackson Hole Airport Board (JHAB) Security Screening Team. The Jackson Hole Airport has a contract with the Transportation Security Administration (TSA) to provide security screening services. If you are selected as a Transportation Security Officer (TSO), you will play an important part in the overall mission of the Department of Homeland Security (DHS) by contributing to the daily security requirements at the Jackson Hole Airport. TSOs at the Jackson Hole Airport are not federal employee but work directly for the Jackson Hole Airport Board.

To assist you in your consideration of employment as a TSO at Jackson Hole Airport, we have outlined some important information for your review:

- The starting wage for a TSO is \$22.00 per hour.
- Full-time employees are eligible for full family health insurances.
- Health Saving Account contributions
- Wyoming Retirement
- Paid leave (personal and sick).
- Housing/Transportation allowance of \$1000.00/month for full time employees, \$500/month for part-time employees.
- Sign-on and longevity bonuses

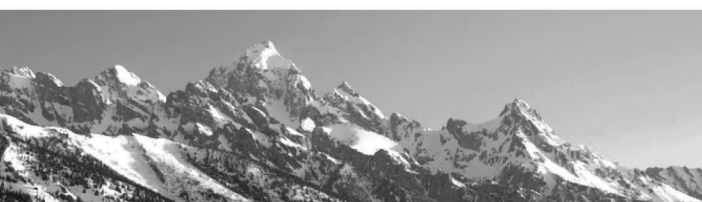
Our officers are responsible for providing frontline security and protection for air travelers. Tasks include but are not limited to: identifying dangerous objects in bags, cargo, and/or on passengers, and preventing these objects from being transported onto aircrafts.

TSA requires that applicants meet the following criteria:

- 1) Be a United States Citizen.
- 2) Be at least 18 years of age.
- 3) Have a High School Diploma or GED.
- 4) Per Presidential Executive Order 14042 be fully vaccinated for COVID-19.
- 5) Be able to read, write and understand the English language.
- 6) Be physically capable of performing the job.
- 7) Pass a color vision test.
- 8) Be able to hear alarms generated by screening equipment.
- 9) Be registered with Selective Service as required by law.
- 10) Be available to work weekends, holidays and rotating shifts between 5:00am and 8:00pm.

The hiring process includes the following steps:

- 1) Credit Check: applicants will be required to submit to a credit check performed by JHAB.



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P.O. Box 159 • Jackson, WY 83001 • 307.733.7695 • Fax: 307.733.9270

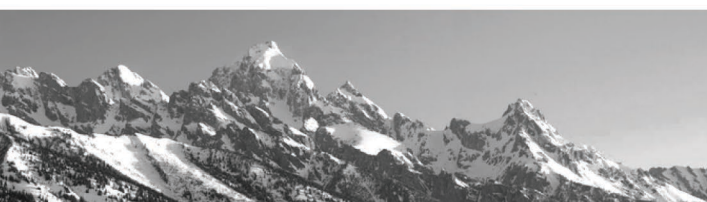
James P. Elwood, AAE, Executive Director

- a. The standard for finding an applicant ineligible based on financial responsibility is based on:
 - i. Cumulative “bad debt” that exceeds \$7500 or any debt associated with a Federal and/or state tax lien, or any amount of back child support payments.
 - ii. Bad Debt is defined as past due accounts consisting of accounts placed for collection, repossessions, foreclosures, etc.
- 2) Screening Assessment Battery (SAB): Applicants will be required to pass a computerized test that measures language aptitude and object recognition.
- 3) Color Vision Test: Applicants must pass a color vision test.
- 4) Interview: Applicants will be interviewed by a JHAB staff member.
- 5) Fingerprints: Applicants will be fingerprinted to determine criminal history.
- 6) E-QIP: Applicants will fill out an extensive on-line background investigation form to be used by TSA to administer a background investigation.
- 7) Medical Exam and Drug Test: Applicants will have a medical exam and drug test to assure compliance with TSA standards at a medical provider of our choice.

JHAB may apply a gender-specific (male or female) hiring preference to fill TSO positions in order to meet security mission and same gender pat-down job-related requirements. Where it is necessary to apply the hiring preference, candidates of the needed gender will be given priority in the scheduling of the computer-based aptitude test, airport assessments, processing and selection.

In addition to the application, you will find a set of release forms, these forms must be filled out to allow JHAB to perform a credit check. A credit check will be completed prior to any applicant being scheduled for testing.

If while considering the above information, you have questions, please contact us: Sallie DuMond, 307-733-5694 or Jamey Miles, 307-733-5760. Thank you for your application.



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Jackson Hole Airport

1250 E. Airport Rd
PO Box 159
Jackson, WY 83001

Transportation Security Officer Employment Application

Applicant Information

Full Name: _____ Today's Date _____
Last First M.I.

Address: _____
Street Address City State Zip Code

Mailing Address City State Zip Code

Phone: _____ Email: _____

Date Available: _____ Position Applying For: _____

Type of Employment Desired: Full-Time ☐ Part-Time ☐ Year-Round ☐ Seasonal ☐

Have you ever worked for this company? Yes ☐ No ☐ If yes, when? _____

Have you ever been convicted of a felony? Yes ☐ No ☐ If yes, when? _____

Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If hired, are you able to show verification of citizenship as required on INS Form I-9	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you registered for the Selective Service as required by law? (Male applicants only)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Can you preform all job functions specified in the position's job description with or without reasonable accommodation?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Can you perform all the test/demonstrations/interviews required in the hiring process with or without reasonable accommodation?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you at least 18 years of age?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you object to working rotating shifts?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you object to working weekends?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you object to working holidays?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
May we ask your present employer for a reference?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Hire may be subject to DOT drug and alcohol testing, including pre-employment drug testing. If hired for a position that requires drug and alcohol testing, will you submit to these tests?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Education

High School: _____ City, State: _____

Yes No

From: _____ To: _____ Did you graduate? ☐ ☐ Diploma: _____

College: _____ City, State: _____

Yes No

From: _____ To: _____ Did you graduate? ☐ ☐ Degree: _____

Other: _____ City, State: _____

Yes No

From: _____ To: _____ Did you graduate? ☐ ☐ Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

List previous 10 years of employment with most recent position first. Include additional sheets as necessary.

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Yes No

May we contact your previous supervisor for a reference? ☐ ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Yes No

May we contact your previous supervisor for a reference? ☐ ☐

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? Yes No
☐ ☐

Other Information

Do you have any military experience relevant to the position you are applying for? _____

Language skills (note fluency): _____

List computer programs and proficiency: _____

Other relevant skills: _____

Other interests or hobbies: _____

Where did you hear about this job? _____

Additional remarks: _____

Disclaimer and Signature

Employees of the Jackson Hole Airport Board are employed "At-Will". Employees have the right to end their work relationship with the employer, with or without advance notice for any reason. The employer has the same right.

The Jackson Hole Airport is an EEO/AA employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information or any other status protected by law or regulation. It is out intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.

For certain positions, an offer of employment may be contingent on passing a job-related physical test.

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

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

The Jackson Hole Airport is a Drug Free Workplace and all employees are subject to our Drug & Alcohol Policies.

If employed, I agree that material created and produced during my employment are the exclusive property of the company to use and/or sell and that subsequent to my employment with this company I will not disclose, use or reveal any confidential information related to the company without first obtaining written consent from an officer of the company.

I consent to the Jackson Hole Airport to verify job-related information provided by me as needed in connection with this application.

Signature: _____ **Date:** _____

Received by: _____

Date: _____



APPLICANT AFFIRMATIVE ACTION INFORMATION

It is the policy of this organization to provide equal employment opportunity to all qualified applicants for employment without regard to race, color, religion, national origin, sex, age, veteran status or disability. As an affirmative action employer under E.O. 11246 we invite all applicants to identify themselves as indicated below.

COMPLETION OF THIS FORM IS VOLUNTARY AND IN NO WAY AFFECTS THE DECISION REGARDING YOUR APPLICATION FOR EMPLOYMENT. THIS FORM IS CONFIDENTIAL AND WILL BE MAINTAINED SEPARATELY FROM YOUR APPLICATION FORM.

PLEASE PRINT

Name _____ Date _____
Last First Middle

Position applied for (*list only one*) _____

☐ I elect not to identify

Racial origin (You may mark one or more of the following):

- ☐ **White**—A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- ☐ **American Indian or Alaska Native**—A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- ☐ **Black or African American**—A person having origins in any of the black racial groups of Africa.
- ☐ **Asian**—A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- ☐ **Native Hawaiian or Other Pacific Islander**—A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Ethnicity:

- ☐ **Hispanic or Latino**—A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Sex: ☐ Male ☐ Female

Signature _____



FAIR CREDIT REPORTING ACT AUTHORIZATION

Fair Credit Reporting Act of 1970, as amended.

PLEASE TAKE NOTICE THAT ONE OR MORE CONSUMER CREDIT REPORTS MAY BE OBTAINED FOR EMPLOYMENT PURPOSES PURSUANT TO THE FAIR CREDIT REPORTING ACT, AS AMENDED, 15 U.S.C., §1681, ET SEZ. SHOULD A DECISION TO TAKE ANY ADVERSE ACTION AGAINST YOU BE MADE, BASED EITHER IN WHOLE OR IN PART ON THE CONSUMER CREDIT REPORT, THE CONSUMER REPORTING AGENCY THAT PROVIDED THE REPORT PLAYED NO ROLE IN THE AGENCY'S DECISION TO TAKE SUCH ADVERSE ACTION.

Information provided by you on this form will be furnished to the consumer reporting agency in order to obtain information in connection with an investigation to determine your (1) fitness for employment, (2) clearance to perform contractual service for the Federal Government, and/or (3) security clearance or access. The information obtained may be disclosed to other Federal agencies for the above purposes and in fulfillment of official responsibilities to the extent that the law permits such disclosure.

I hereby authorize the Jackson Hole Airport Board to obtain such report(s) from any consumer/credit reporting agency for employment purposes.

Signature (sign in ink)		Full Name (print legibly)	
Date Signed	Date of Birth (mm/dd/yyyy)	Social Security Number	
Current Address (Street, City)		State	Zip Code
If at current address less than 2 years, please enter former address (Street/City/State/Zip)			

Privacy Act Statement

Purpose: Your Authorization, including your Social Security number, is needed to permit JHAB to obtain a copy of your credit report. Your credit report will be used to determine your suitability for employment in the position for which you are being considered. Completing this authorization, including providing your Social Security number, is voluntary; however, failure to do so may affect your employment prospects, eligibility for continued employment, ability to obtain a security clearance or work on a government contract.

Routine Uses: Information you provide will be disclosed to consumer reporting agencies for the purpose of obtaining your credit report. This information may also be disclosed to JHAB contractors when necessary to perform a function or service related to this record for which they have been engaged.



AUTHORIZATION FOR RELEASE OF INFORMATION

Carefully read this authorization to release information about you, then sign and date in ink.

I authorize the Jackson Hole Airport Board (JHAB), through its employees, agents, or contractor, to obtain any information relating to my activities from criminal justice agencies, credit bureaus, consumer reporting agencies, collection agencies, or other relevant sources of information. This information may include, but is not limited to, any criminal history record information, and financial and credit information.

I understand that the purpose of this authorization is to permit JHAB to conduct a background investigation for the purpose of making a determination of suitability or eligibility for employment and/or a security clearance, or for work on a government contract. I authorize the custodians of records and other sources of information pertaining to me to release such information upon request of JHAB, or its contractor, regardless of any previous agreement to the contrary. I understand that the information released by custodians of records and other sources of information is for official use and only for the purposes stated above. This information may be redisclosed by JHAB only as authorized by law.

Copies of this authorization that show my signature are as valid as the original release signed by me. This authorization is valid for five (5) years from the date signed or upon the termination of my affiliation with JHAB, whichever is sooner.

Signature (sign in ink)		Full Name (print legibly)		Date Signed
Other Names Used	Social Security Number		Mother's Maiden Name	
Current Address (Street, City)	State	Zip Code	Home Telephone Number ()	

Privacy Act Statement

Purpose: Your Authorization, including your Social Security number, is needed to permit JHAB to obtain a copy of your credit report. Your credit report will be used to determine your suitability for employment in the position for which you are being considered. Completing this authorization, including providing your Social Security number, is voluntary; however, failure to do so may affect your employment prospects, eligibility for continued employment, ability to obtain a security clearance or work on a government contract.

Routine Uses: Information you provide will be disclosed to consumer reporting agencies for the purpose of obtaining your credit report. This information may also be disclosed to JHAB contractors when necessary to perform a function or service related to this record for which they have been engaged.

FAIR CREDIT REPORTING ACT
DISCLOSURE REGARDING INVESTIGATIVE CONSUMER REPORT FOR
EMPLOYMENT PURPOSES

DISCLOSURE FOR INVESTIGATIVE CONSUMER REPORT

Jackson Hole Airport Board (the "Company") may request an investigative consumer report about you from a third party consumer reporting agency, in connection with your employment or application for employment (including volunteer assignment(s), as applicable) and throughout your employment if you are hired or retained. An "investigative consumer report" is a background report that includes information from personal interviews (except in California, where that term includes background reports with or without information obtained from personal interviews). The most common form of an investigative consumer report in connection with your employment is a reference check through personal interviews with sources such as your former employers and associates, and other information sources. The investigative consumer report may contain information concerning your character, general reputation, personal characteristics, or mode of living.

You have the right, upon written request made within a reasonable time, to request from the Company (1) whether an investigative consumer report has been obtained about you, (2) disclosure of the nature and scope of any investigative consumer report and (3) a copy of your report. These reports will be conducted by **TruDiligence, 3190 South Wadsworth Boulevard, #260, Lakewood, CO; Tel. No. #1.800.580.0474; www.trudiligence.com**.

I acknowledge receipt of this Disclosure.

Name: _____

Signature: _____

Date: _____

[End of Document]
p. 1 of 1

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- The following FCRA right applies with a respect to nationwide consumer reporting agencies:

CONSUMER HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE

You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requires information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>