



Reno-Tahoe Airport Authority

RENO-TAHOE AIRPORT AUTHORITY EMPLOYMENT/APPLICATION INSTRUCTIONS

General Instructions:

- Applications will only be accepted for positions that are currently open for recruitment.
- You must submit a separate application for each position for which you are applying. Once you create an online application you may use it to apply for any open position.
- **Read job announcements carefully and follow all instructions given.**
- You may attach a resume to your application if you wish, but it is not required that you do so. A resume is not a substitute for completing any portion of the application and supplemental questionnaire.

Completion of the Application:

- Complete all sections fully and give enough detail to highlight your qualifications for the job you are applying for. Do not leave sections blank. An incomplete application will be disqualified. Note: the work history and education section are required in order to be considered for the position.

Employment History:

- Be specific about the number of hours worked per week. If hours varied, give your best estimate of the average number of hours you worked per week. Do not indicate "varied."
- Report the salary you received – do not leave this area blank.
- Do not indicate "see attached resume" when completing the work history section. Resumes may be submitted with your application, but they will not serve as a substitute for required information.
- The Airport Authority will conduct an employment verification review utilizing the information submitted on the application. Failure to explain any gaps in employment greater than six months, or providing incomplete work history information may be reason for disqualification.

Disqualifying Offenses:

- A conviction does not automatically disqualify you from employment with the Reno-Tahoe Airport Authority (RTAA).
- Employees of the RTAA must qualify for access to Airport locations. Qualification will be determined by a criminal background review by the Transportation Security Administration (TSA) and the RTAA.

Application Review and Notification:

- If your application is considered "not qualified," you will be sent a letter in the mail or via email, depending on the preferences you indicate.
- Qualified applications will be forwarded to the hiring supervisor/department. Applicants selected for an interview will be contacted by phone.
- Applicants who are qualified but not selected for an interview will receive notification in the mail or via email, depending on the preferences you indicate.
- You can track your application status online by logging into your account and clicking on the "application status" link.

Accessibility:

- Any person wishing to request an accommodation in order to participate in the application process should notify the Human Resources Department at (775) 328-6450 of the desired accommodation.

For more information, please contact the Human Resources Department via phone: 775-328-6450; or email: hr@renoairport.com.