

## **NOTICE TO APPLICANTS EMPLOYMENT HISTORY VERIFICATION AND CRIMINAL HISTORY RECORD CHECK**

**EMPLOYMENT HISTORY:** The City of Naples Airport Authority (NAA) requires all applicants to provide their previous 10 year employment history for review. When completing the Employment Application, you must account for any gaps of unemployment of 30 days or more for the previous 10 years. Start with your present or most recent job. Include any military service, self-employment, volunteer assignments and periods of education if it is during the past 10 years.

The complete company name, address, zip code and telephone number must be included or the application will be considered incomplete. The name, address and telephone number of high school, college, graduate school, and/or trade schools attended must also be included. If required by the job description a copy of degrees, certificates and/or diploma may be requested.

The following provides some examples of acceptable items of verification:

***For employment outside the home:*** If verification by telephone is not practical or possible, acceptable items of verification of employment outside the home may include: a letter listing the hire and termination dates signed by the former employer on company letterhead mailed from the company (no hand carried items of verification may be accepted from the applicant), copies of paycheck stubs and Military Form DD-214 with dates corresponding to the dates the applicant listed on the application form. Telephone numbers for verification must be included.

***For students:*** Physical attendance at the school must be verified with the school. Original documentation such as transcripts, report cards, or other official records that indicate attendance is acceptable. Name, address and telephone number of high school, college, graduate school, trade and/or travel schools attended must be provided.

***For periods of self-employment:*** Verification can be made with a copy of your business license for the current year and Schedule C's for the previous years, or a letter from your accountant stating the years of self-employment or any business documentation such as work orders, receipts or bank statements which indicate direct transactions with individuals.

***Previous employer(s) no longer in business:*** The applicant may produce pay stubs or a reference letter from a former officer of the company such as a personnel director or manager.

***Foreign-based employers:*** Letters from these employers are acceptable; however, as mentioned above, the item of verification may not be accepted directly from the applicant. If the letter is not written in English, ask the former employer to provide a letter translated into English from an independent source. The letter must include the following: it must be addressed to the Director of the hiring department; include the former employer's name; beginning and ending employment dates; and signed by the translator.

***Unemployment:*** Records, such as receipts for unemployment compensation and disability, are acceptable documentation.

***Professional and community leaders*** can verify periods of unemployment, as long as they are not relatives or personal friends. Letters (on organizational letterhead) from community leaders, clergy, or professionals (teachers, doctors, attorneys, etc.) are acceptable. The letters must

indicate face-to-face interaction between the individuals, to include the beginning and ending dates of the contact. Such letters must be mailed directly to the Director of the hiring department, and will be verified with the writer. Please include contact information.

***Persons who received an insurance settlement check during the verification period*** may provide dated documentation.

Tax Forms will not provide the dates of employment, and therefore may not be used.

***Fingerprinting and Security Threat Assessment:*** Fingerprint-based Criminal History Record Check (CHRC) is required for all Naples Airport Authority positions. A list of disqualifying criminal offenses is attached.

In addition, a Security Threat Assessment (STA) is also required for all Naples Airport Authority positions. STA mean a check conducted by TSA (Transportation Security Administration) of databases relevant to confirming that an individual does not pose a security threat, that an individual possesses lawful status in the United States and an individual's identity.

Selected applicants must obtain their selected identification media within 30 business days of notification by the airport operator that the applicant passed the STA and the CHRC did not disclose a disqualifying criminal offense in accordance with 49 CFR 152.209.

The Authority may, in its sole discretion, employ an applicant with certain non-verifiable employment history period(s) if the applicant's CHRC and STA results are satisfactory.

Title 49, Code of Federal Regulations, Section 1540.209

Fingerprint-based criminal history records checks (CHRC).

Scope .This rule applies to all persons seeking authorization for or seeking the authority to authorize others to have unescorted access to the ADA.

Individuals seeking unescorted access authority .Each airport operator must ensure that no individual is granted unescorted access authority unless the individual has undergone a fingerprint-based CHRC that does not disclose that he or she has a disqualifying criminal offense, as described in paragraph 1540.209 (d) of this section.

Individuals who have not had a CHRC .Each airport operator must ensure that after December 6, 2002, no individual retains unescorted access authority, unless the airport operator has obtained and submitted a fingerprint under this part. When a CHRC discloses a disqualifying criminal offense for which the conviction or finding of not guilty by reason of insanity was on or after December 6, 1991, the airport operator must immediately suspend that individual's authority.

1540.209 (d) Disqualifying criminal offenses .An individual has a disqualifying criminal offense if the individual has been convicted, or found not guilty of by reason of insanity, of any of the disqualifying crimes listed in this paragraph in any jurisdiction during the 10 years before the date of the individual's application for unescorted access authority, or while the individual has unescorted access authority. The disqualifying criminal offenses are as follows .

- (1) Forgery of certificates, false marking of aircraft, and other aircraft registration violation; 49 U.S.C. 46306.
- (2) Interference with air navigation; 49 U.S.C. 46308.
- (3) Improper transportation of a hazardous material; 49 U.S.C. 46312.
- (4) Aircraft piracy; 49 U.S.C. 46502.
- (5) Interference with flight crew members or flight attendants; 49 U.S.C. 46504.
- (6) Commission of certain crimes aboard aircraft in flight; 49 U.S.C. 46506.
- (7) Carrying a weapon or explosive aboard aircraft; 49 U.S.C. 46505.
- (8) Conveying false information and threats; 49 U.S.C. 46507.
- (9) Aircraft piracy outside the special aircraft jurisdiction of the United States; 49 U.S.C. 46502(b).
- (10) Lighting violations involving transporting controlled substances; 49 U.S.C. 46315.
- (11) Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements; 49 U.S.C. 46314.
- (12) Destruction of an aircraft or aircraft facility; 18 U.S.C. 32.
- (13) Murder.
- (14) Assault with intent to murder.
- (15) Espionage.
- (16) Sedition.
- (17) Kidnapping or hostage taking.
- (18) Treason.
- (19) Rape or aggravated sexual abuse.
- (20) Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon.
- (21) Extortion.
- (22) Armed or felony unarmed robbery.
- (23) Distribution of, or intent to distribute, a controlled substance.
- (24) Felony arson.
- (25) Felony involving a threat.
- (26) Felony involving .(i) Willful destruction of property; (ii) Importation or manufacture of a controlled substance; (iii) Burglary; (iv) Theft; (v) Dishonesty, fraud, or misrepresentation; (vi) Possession or distribution of stolen property; (vii) Aggravated assault; (viii) Bribery; or (ix) Illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than 1 year.
- (27) Violence at international airports; 18 U.S.C. 37.
- (28) Conspiracy or attempt to commit any of the criminal acts listed in this paragraph.