

## ADDITIONAL INFORMATION - RESOURCES

### ABOUT THE RECRUITMENT PROCESS

- Applications are accepted online for current open positions only.
- Applications must be submitted by 11:59 PM on the closing date.
- Please read the job posting carefully. Phoenix-Mesa Gateway Airport Authority is not responsible for failure to follow directions or submit applications by the closing date.
- You will receive an automatic email verification confirming that your application has been received.
- The selection process ensures a thorough review of all Applications to determine those who meet the minimum requirements for the position. Applicants selected for the next step in the recruitment process will be contacted by email or phone.
- An eligible candidate not selected may remain on the eligible list and may be considered should a future vacancy occur.
- In compliance with the American with Disabilities Act (ADA), applicants with a disability who require special testing arrangements should contact Human Resources Department at (480) 988-7600.
- Pre-employment testing includes a background investigation. The selected applicant must submit a completed background questionnaire after receiving a contingent offer. PMGAA conducts thorough background investigations. All offers of employment are contingent upon satisfactory investigation results. Falsifying or giving incomplete information during any stage of the selection/hiring process will result in candidate disqualification for new or continued PMGAA employment.
- Phoenix-Mesa Gateway Airport Authority (PMGAA) is an Equal Employment Opportunity (EEO) and an Affirmative Action (AA) employer. All qualified applicants for available positions are considered without regard to race, color, gender, religion, age, national origin, disability, or veteran status. M/F/D/V stands for Male, Female, Disabled, and Veteran. Applicants are invited to complete the Employment Applicant Profile Sheet to self-identify. It is the policy of Phoenix-Mesa Gateway Airport Authority to assure an equal employment opportunity to all qualified applicants and based on an individual's ability to perform the essential functions of a job.
- PMGAA requires Form I-9 and E-Verify: Form I-9 Employment Eligibility Verification: Department of Homeland Security U.S. Citizenship and Immigration Services Employment Verification (E-Verify): U.S. Department of Homeland Security (DHS) Social Security Administration (SSA). At the time employment begins, Form I-9 is to be completed and the information will be submitted to E-Verify. NOTICE: Federal law requires all employers to verify the identity and employment eligibility

**NEED AN E-MAIL ADDRESS?** There are numerous options online for free email addresses. You can do a general search or visit the following sites to establish a free email account.

[www.gmail.com](http://www.gmail.com)

[www.yahoo.com](http://www.yahoo.com)

**NEED ACCESS TO A COMPUTER?** Most public libraries have computer access. Below is a list of some of the East Valley libraries. Please call the locations to verify computer access times, requirements, fees, and operating hours.

## **Mesa Public Libraries**

Main Branch  
64 E. 1st St.  
Mesa, AZ 85201  
(480) 644-2207

Dobson Ranch Branch  
2425 S. Dobson Rd.  
Mesa, AZ 85202  
(480) 644-3441

Red Mountain Branch  
635 N. Power Rd.  
Mesa, AZ 85205  
(480) 644-3183

Red Mountain Campus Library  
7110 E. McKellips Rd.  
Mesa, AZ 85207  
(480) 654-7740

## **Tempe Public Libraries**

Tempe Public Library  
3500 S. Rural Rd.  
Tempe, AZ 85282  
(480) 350-5500

North Tempe Multigenerational Center  
1551 N. Bridalwreath St.  
Tempe, AZ 85281  
(480) 858-6500

## **Chandler Public Libraries**

Main Downtown Library  
22 S. Delaware St.  
Chandler, AZ 85225  
(480) 782-2800

Basha Library  
5990 S. Val Vista Dr.  
Chandler, AZ 85249  
(480) 782-2850

Hamilton Library  
3700 S. Arizona Ave.  
Chandler, AZ 85248  
(480) 782-2828

Tumbleweed Recreation Center  
745 E. Germann Rd.  
Chandler, AZ 85249  
(480) 782-2900

## **Gilbert Public Libraries**

Southeast Regional Library  
775 N. Greenfield Rd.  
Gilbert, AZ 85234  
(602) 652-3300

Perry Branch Library  
1965 E. Queen Creek Rd.  
Gilbert, AZ 85297  
(602) 652-3300

Perry Branch Library  
1965 E. Queen Creek Rd.  
Gilbert, AZ 85297  
(602) 652-3300

Gilbert Community Center  
130 N. Oak  
Gilbert, AZ 85233  
(480) 503-6290

## **Apache Junction Public Library**

1177 N. Idaho Rd.  
Apache Junction, AZ 85219  
(480) 474-8555