

# Council for Airport Opportunity

## JOB OPENINGS



CAO is currently working with airport employers to fill over 400 positions at JFK, LaGuardia and Newark Airports. **Positions include Passenger Service Agents, Ramp, Security, Retail, Food Service, Management, Customer Service, Warehouse, CDL Drivers, and many more....**

### How to Apply:

**Visit your local CAO office today!**

**Check-in times: 9AM-9:15AM & 12:45PM-1PM Daily**

During your visit you will meet with a CAO representative to discuss job opportunities at the airport. Based on your qualifications the CAO team will work hard to match you to the right job opportunity. *Please note applicants arriving after the check-in times will be directed to the next available check-in time.*



### Documents Required

- Resume
- High School Diploma or Equivalent
- Valid Driver's License or Non-Driver's ID
- Social Security Card (Not Laminated)
- US Citizens- Birth Certificate or Passport
- Non-Citizens- Green Card or Work Authorization Card and Passport

## APPLY NOW !!!

**Newark Location:**

17 Academy Street  
5th Floor

Newark, New Jersey 07102

973-622-4537

Hours of Operation  
Monday through Friday  
9:00AM -5PM

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



# ✓ Things to Know Before You Visit CAO



## Resume

Please remember to bring at least 3 copies of your resume. If you do not have a resume we will try and direct you to someone that can support you with resume writing.



## Dress Professionally

First impressions matter. Dressing professionally can get your interview off to the right start. Don't have professional attire? Don't worry. Just ask for support during your meeting with the Account Manager.



## Identification

Getting hired at the airport requires you to have all of your working papers in order. Please remember to bring....

- High School Diploma or Equivalent
- Valid Driver's License or Non-Driver's ID
- Social Security Card (Not Laminated)
- US Citizens- Birth Certificate or Passport
- Non-Citizens- Green Card or Work Authorization Card



## Drug Test & Background Check

Please be prepared to take a drug test and background check if you are offered a position on airport. All jobs on airport require these tests. Please speak with your account manager if you have any questions



## 10 Year Work/Life History

Provide a complete and verifiable employment history; Employment history must be verified with all employers listed on the application and must include the past ten (10) years of employment

**Please visit one of our CAO office's at:**

**90-04 161st Street, 2nd Floor Jamaica,  
New York 11432  
718-523-7100**

**or**

**17 Academy Street, 5th Floor Newark,  
New Jersey 07102  
973-622-4537**

**[www.caonynj.com](http://www.caonynj.com)**

**New Jersey Programs**

Newark Liberty Int'l Airport

P.O. Box 2630 • Newark, N.J. 07114

Ph. 973 961-4382 • Fax 973 961-4386

17 Academy Street • Suite 501 • Newark, N.J. 07102

Ph. 973 622-4537 • Fax 973 622-3914

**New York Programs**

90-04 161<sup>st</sup> Street • Suite 201 • Jamaica, N.Y. 11432

Ph. 718 523-7100 • Fax 718 526-3472

JFK Int'l Airport • Building #141 • Jamaica, N.Y. 11430

Ph. 718 656-3269 • Fax 656-3268

## **Part-Time Roles Available Now!!**

One of Council for Airport Opportunity's many employer partners is looking for qualified candidates to become a

### **Passenger Assistant Agent**

- Maintains a friendly and positive attitude and is attentive to each passenger's individual needs
- Responsibilities include pushing passengers in a wheelchair to and from their arrival/departure gate
- Making sure each customer arrives to the right destination on time
- Manage operations with passion, integrity and knowledge all while promoting the culture and values of United.
- Great Flight Benefits included after six months of employment

Must be 18 years of age

Ability to lift up to 75lbs

Candidates must have an open availability and be willing to work Nights, Weekends and Holidays as needed.

All Candidates that are chosen must clear a Background Check, Fingerprinting and Drug Screen.

Feel free to visit our Newark office at the address listed above (between the hours of 8:30am to 4:30pm M-F) and apply for this and other open positions for consideration.