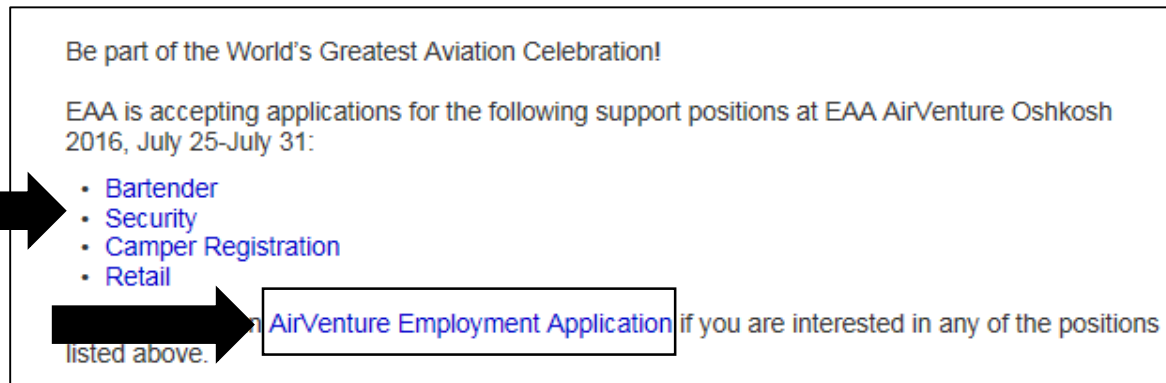# How to Complete an Application for AirVenture Employment

**THERE ARE TWO PARTS IN COMPLETING THE APPLICATION.
1. **Creating an account**
2. **Filling out the application**

Please note you will need an email address to complete the application.

1. When on the AirVenture Employment page, click on either the position you are interested in or the blue AirVenture Employment Application link.
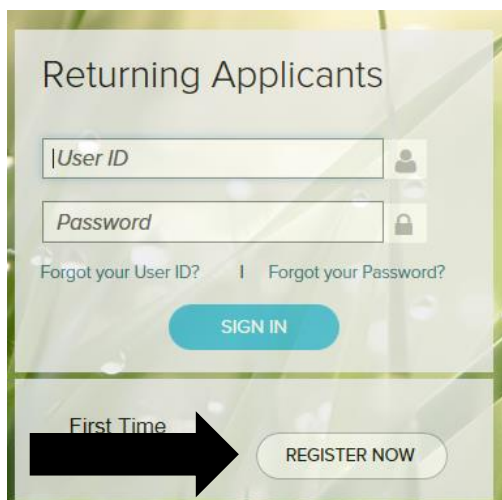

2. Select the position you are interested in applying for.
   Options:
   - AirVenture Security
   - AirVenture Camper Registration
   - AirVenture Retail Sales Associate
   - AirVenture Bartender

3. Click on the button Apply
4. Select the button Register Now – **You will need to create a user account before applying (Step 1).**

** Even if you are a returning AirVenture Employee – we will need you to select "Register Now". We have a new system for accepting applications.
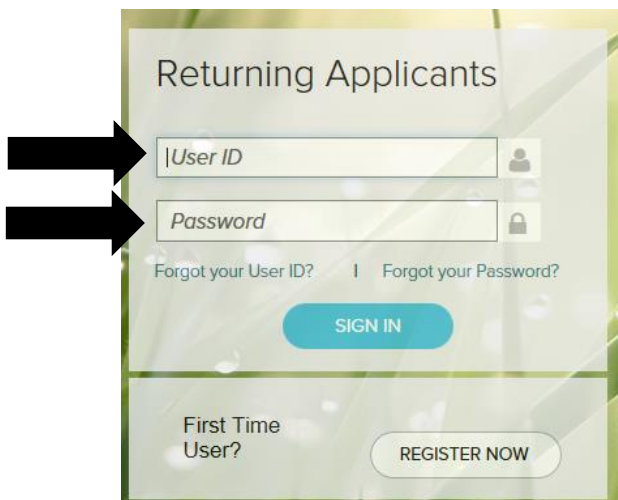
5. Enter the words or numbers as shown in the box. Press Submit.
6. Step 1: Enter your contact information. First Name, Last Name and Email Address.
7. Select Next.
8. Create a User ID.
   ** User ID must be at least 4 characters long and may contain letters, numbers, and/or these 4 special characters (- @. _). User ID is not case sensitive.
   ** The system will confirm if the username is available. A red bar will show if the username is not available. A green bar will show if the user ID is available.
9. Create your password.
   ** Passwords must be 8 - 20 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive. It is recommended that passwords be 12 or more characters and contain a mix of upper case and lower case letters, numbers, and special characters.
   ** We would encourage you to write down your username and password.
10. Select Next.
11. Select Security Questions and Answers by clicking on the down arrow in the field next to Question 1. Select a question.
12. Select the Answer 1 field to type in your answer.
13. Repeat for Question 2 and Question 3.
** Questions are not case sensitive.
** We would encourage you to write down your answers to your questions.
14. Click Next.
15. Review your information.
16. Select Done.

** Step 1 Completed. You have created your user account. Please continue to apply for the position.

Beginning of Step 2.

1. Select Log In. This will bring you back to the job application. Now you will complete the application.
2. Enter your username and password that you just created in the fields.

3. Select Sign In

How to Complete an Application for AirVenture Employment

4. Select Apply.
5. Please complete the contact information. (You do not need to upload a resume)
6. Click Next.
7. Feel free to enter education, employment history, etc. It is not required.
8. Select Next
9. Please answer the questions. All are required.
10. Click Next
11. Please verify all of your information is correct. Scroll down and click "Yes, I agree to sign electronically".
12. Scroll down a little more and type your full name in the open field.
13. Press submit.
14. Your application has been successfully submitted and you should get a confirmation email.