



**Airport Business:**

**(Type Your Business Name Here)**

**Employment Training Records**

(Due to Airport Finance and Administration Division by January 31)

Training requirements are available at: [www.sjc.org](http://www.sjc.org)

Training Modules are available at: <http://www.flysanjose.com/training-standards>

General Training Modules for All Employees:

- Orientation to Working at SJC
- Basic Security Awareness
- Safety and Evacuation Plan

Role Specific Training Modules - Certain personnel only, based on role/job function

- Customer Service
- ADA Awareness
- Ramp Area Safety

	<b>Please enter date of completion for each on-line Training Module</b>		
<b>Employee Name</b>	<b>Orientation to Working at SJC</b>	<b>Basic Security Awareness</b>	<b>Safety &amp; Evacuation Plan</b>

