



AIRSERVSM

Application for Employment

Air Serv Corporation is an Equal Opportunity Employer

GENERAL INFORMATION

Failure to provide complete information may result in denial of your application. Please type or print clearly using black or dark blue ink only. If you need additional space for any section of this application, attach separate sheets of paper, clearly labeled, as necessary. Make certain all required attachments to this application are present when you submit it. Incomplete applications that are pending additional information will not be considered until all information and attachments are received. Information provided in this application will be kept confidential unless the applicant consents otherwise. Providing false information on this application is a violation of State and Federal laws.

I understand that filling out this form does not indicate there is a position open and does not obligate Air Serv to hire me. If hired, I agree to abide by Air Serv's work rules, policies and procedures relating to work performance and conduct.

No person shall be denied employment consideration on the basis for race, color, ethnicity, national origin, sex/gender, religion, creed, age, sexual orientation, marital status, veteran status, or disability. I am fully aware that, if employed, I will be an **AT-WILL** employee. Either Air Serv or I may end my employment with or without notice, and with or without cause at any time.

Applicant Signature

Date

APPLICANT'S FULL NAME:

Last	First	Middle	Previous names used:	Social Security #
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CURRENT MAILING ADDRESS:

Street Address	Apt. #	City	State	Zip Code
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If you have lived at the above address for less than three (3) years, list previous address.

Street Address	Apt. #	City	State	Zip Code
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TELEPHONE NUMBER(S):

EMAIL ADDRESS:

Day ()	Evening ()	Cell ()	
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APPLICANT ACKNOWLEDGMENT OF COMPANY DRUG TESTING

As a condition of employment with this Company, I understand that, in accordance with FAA Anti-Drug Testing Program and Air Serv Corporation Company Policy, I will be required to take a pre-employment drug test. The Company must receive a negative result from this testing prior to the completion of my employment process.

The Anti-Drug Program requires urine and/or saliva testing for the following five specific drugs – marijuana, cocaine, opiates, amphetamines, and PCP. If hired, I further understand that I will be part of the Company's ongoing Drug/Alcohol Abuse testing program which includes random, reasonable suspicion, post accident, return to duty and follow-up testing.

If I either refuse to cooperate with the mandatory drug/alcohol testing program as implemented by Air Serv Corporation, or if I have a verified positive drug test reported to the Company after the careful review of the Medical Review Officer, I understand that I will not be considered for employment.

Applicant Name (please print)

Applicant Signature

Date

EMPLOYMENT INFORMATION

Position(s) Desired:		Date Available to Begin Work:
Shift Preferred: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Intern/Temp	Hours Desired:	Days/hours you are unable to work:
How did you hear about us? <input type="checkbox"/> Employee Referral - Referred by: _____ <input type="checkbox"/> School <input type="checkbox"/> Air Serv Corporation Website <input type="checkbox"/> Newspaper _____ <input type="checkbox"/> Other _____		
Have you been previously employed by Air Serv Corporation? <input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, please list: Dates of Service: _____ Position(s): _____	
Do you have friends and/or relatives working for Air Serv Corporation? <input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, please list: _____	
<ul style="list-style-type: none"> • If hired, can you provide citizenship or the legal right to work in the United States? (Employment is contingent upon evidence of identity and eligibility.) <input type="checkbox"/> Yes <input type="checkbox"/> No • Have you ever been convicted of a felony or misdemeanor? If YES, attach a detailed explanation of the conviction and any subsequent time spent in jail or prison. (Answering YES to this question does not necessarily exclude you from consideration for employment.) <input type="checkbox"/> Yes <input type="checkbox"/> No • Have you ever been convicted of Driving While Under the Influence of Alcohol or Under the Influence of a Controlled Substance? If YES, please attach a detailed explanation of the conviction. (Answering YES to this question does not necessarily exclude you from consideration for the position(s) applied for.) <input type="checkbox"/> Yes <input type="checkbox"/> No 		

EDUCATION

Please note, prior to any offer of employment being made, you may be requested to provide copies of your school diploma(s), certificate(s), and/or transcripts.

Circle number of years completed at each level: High School 1 2 3 4 College 1 2 3 4

	Name	Location	Did you graduate?	GED, Diploma or degree
High School				
College				
Other				

U.S. MILITARY SERVICE

Service Branch:	Area of Specialization:
Final Route or Ration:	Length of Service:

SPECIAL SKILL/KNOWLEDGE

List any special skills/knowledge/training that you consider relevant to your employment qualifications (e.g. professional or trade licensing or certification relative to your field of work: computer hardware/software, familiarity with various office or mechanical equipment):

Language Ability: Please indicate any language(s) in which you are proficient.

English: <input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write	Other: _____ <input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write
Other: _____ <input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write	Other: _____ <input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write

10 YEAR EMPLOYMENT / BACKGROUND HISTORY – Page 1 of _____ (Additional page available if needed)

Federal Law requires that personnel considered for certain airline duties are subject to a **full 10-year employment history verification** and possibly a criminal records check.

- Employment / background history **must** be listed for the previous ten (10) years, including all gaps in employment. (Use an extra piece of paper if necessary.)
- **All** employment gaps of **two (2) consecutive months or more** during this 10-year period require **published** verification. (Examples: unemployment records/receipts, official school records, medical records.)
- A fingerprint-based criminal records check may be necessary for certain job classifications, and/or:
 - 1) If any 12 month period of unemployment cannot be satisfactorily accounted for.
 - 2) If the applicant is unable to support statements made, or there are significant inconsistencies in the information provided with regard to gaps in employment and information obtained through the verification process.

Current (or most recent) Employer: Supervisor's Name:	Address: Telephone:	Employment Dates: Position Held:	Reason for Leaving: May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO
Employer: Supervisor's Name:	Address: Telephone:	Employment Dates: Position Held:	Reason for Leaving:
Employer: Supervisor's Name:	Address: Telephone:	Employment Dates: Position Held:	Reason for Leaving:
Employer: Supervisor's Name:	Address: Telephone:	Employment Dates: Position Held:	Reason for Leaving:

I certify that all information which I have given is true, and I understand that any misrepresentation or omission of facts called for in this form is grounds for any employment offer made to be rescinded, or any employment or training already underway to be terminated immediately.

All information provided is subject to verification. By signing this document, I authorize Air Serv Corporation to thoroughly investigate my background, references, employment record and other matters related to my suitability for employment. Furthermore, I authorize my former employers or any third party to disclose to Air Serv all reports and other information related to my suitability for employment, personal or otherwise, without giving me prior notice of such disclosure. In addition, I hereby release Air Serv, former employers and all references listed above from any and all claims, demands and liability arising out of or related to such to make a consumer credit report in connection with this application.

Applicant Signature

Date



AUTHORIZATION FOR BACKGROUND INVESTIGATION

I, _____, hereby authorize Air Serv Corporation and/or its agents to make an independent investigation of my background, which may include my character, general reputation, personal characteristics, and mode of living in connection with an application of employment with Air Serv Corporation.

The scope of the report may include information concerning my driving record, civil and criminal court records, worker's compensation record, education, credentials, identity, past addresses, social security number, previous employment, and personal references.

I authorize and request any present or former employer, state/federal government office, state department of motor vehicles, credit bureaus, school, police department, court records, including those maintained by both public and private organizations, financial institution, or other persons having personal knowledge about me to furnish Air Serv Corporation and/or its agents with any and all information in their possession regarding me for the purpose of confirming the information contained on my Application and/or obtaining other information which may be material to my qualifications for employment. I consent that a photocopy of this authorization be accepted with the same authority as the original, and I specifically waive any written notice from any present or former employer who may provide information upon this authorization request.

The following is my true and complete legal name and all information is true and correct to the best of my knowledge:

Full Name (*print*): _____

Maiden Name or Other Names Used (*print*): _____

Date of Birth: _____

Social Security Number: _____

Driver's License Number: _____

State of Issue: _____

Phone: _____

Cell: _____

Please provide all residential addresses for the past 10 years, beginning with the current one.

Street Address	City/State/Zip Code	Years at Address

I understand my signature below acknowledges that I have read and understand this form and waive any rights I may have to bring action for defamation, invasion of privacy, or any similar cause against Air Serv Corporation and/or its agents.

Signature: _____

Date: _____



AIRSERVSM

JURY TRIAL WAIVER AGREEMENT

The Company hopes that, if you become employed, your experience will be a positive one. We also firmly believe that our internal complaint resolution procedures should be sufficient to resolve any problems that may arise between you and the Company. However, we recognize that sometimes, despite everyone's best efforts, a matter cannot be resolved internally. In those rare instances, we believe that judges are in the best position to fairly resolve these disputes.

This document is a Jury Trial Waiver Agreement ("Agreement"). In exchange for the Company's consideration of your application for employment and your actual employment (if hired), you are being asked to sign this Agreement as a condition of being employed by the Company. Because we believe that judges are best suited to resolve disputes between you and Company, if you choose to sign this Agreement, the Company also will waive its right to request or demand a jury trial with respect to any lawsuit between you and the Company.

This Agreement does not prevent you from filing charges with administrative agencies such as the Equal Employment Opportunity Commission or the National Labor Relations Board or equivalent state agencies. This Agreement does not take away any of your rights to sue or to seek all of the types of remedies the law allows. It simply provides that a judge will decide any differences that cannot be resolved through the Company's internal complaint resolution procedures. By signing this Agreement, you waive your right to request or demand a jury trial with respect to any claims under federal or state law (to the extent permitted by the law of the state in which you may be employed) that you may assert against Air Serv Corporation, its affiliates, subsidiaries, divisions, successors, assigns, purchasers, and/or its current, former, and future employees, shareholders, officers, directors and agents ("the Company"). This includes, but is not limited to, claims relating in any manner to your application for employment, your employment (and any of its terms or conditions), or your separation from employment with the Company.

You may choose to reject this Agreement. If you choose not to sign this Agreement, you will not be hired (or, if hired, you will not remain employed) by the Company. If you decide not to sign this Agreement today, you may take it with you and you may consult with any attorney of your choosing to discuss this Agreement before signing it. You may take as much time as you want to consider this Agreement, but you will not be considered for an open position until you have submitted a complete application (including this Agreement).

This Agreement constitutes the entire agreement and understanding between you and the Company and supersedes any prior agreements and understandings, whether written or oral, related to its subject matter. This Agreement cannot be revoked or modified except by a written agreement, signed by you and the General Counsel of the Company. Nothing in this Agreement shall be construed to create an offer of employment or a contract for a definite term of employment, express or implied, or to alter any at-will employment relationship.

IMPORTANT: BY SIGNING BELOW, I AGREE THAT I HAVE HAD AS MUCH TIME AS I WANTED TO CONSIDER THIS AGREEMENT AND THAT I UNDERSTAND I AM GIVING UP AND WAIVING MY RIGHT TO A JURY TRIAL KNOWINGLY, INTELLIGENTLY, VOLUNTARILY, AND FREE FROM DURESS OR COERCION.

Date

Candidate Signature