



PRE-EMPLOYMENT APPLICATION

Revision: 2015.01.06

BizJet is an equal opportunity employer and will consider all applicants for all positions equally without regard to their race, sex, age, color, religion, national origin, veteran status, genetic information or any disability as defined in the American With Disabilities Act, or for any other reason protected by State or Federal law. This application will be given every consideration, but its receipt does not imply that the applicant will be employed. Each question should be answered in a complete and accurate manner as no action can be taken on this application until all questions have been answered. BizJet does not accept or retain unsolicited resumes and/or applications.

PERSONAL INFORMATION

Name _____ Date _____
Last First Middle

E-mail _____ Phone Number _____

Present Address _____

City _____ State _____ Zip _____

Are you 18 years of age or older? Yes No

Social Security #
(optional) _____

Are you a citizen of the US or do you have the legal right to be employed in the United States?

Yes No

Have you been convicted of (or plead no contest to) a Felony or Misdemeanor (excluding minor traffic violations) including driving under the influence of alcohol or drugs (DUI or DWI)

Yes No (NOTE: A conviction will not necessarily disqualify you from employment)

If Yes, state the offense, location, date and disposition.

Do you have the ability, with or without reasonable accommodations, to work overtime or to travel if travel and/or overtime are required by the job for which you are applying?

Yes No

If No, please explain.

Drivers License: State _____ Type _____

Currently Valid? Yes No

Would you be willing and able to relocate? Yes No

EMPLOYMENT DESIRED

Are you seeking Full Time Part Time Temporary or summer employment?

Position applied for _____ Salary Desired _____

Date available to start _____

Have you ever applied to/or worked for our company before? Yes No

If Yes, state when and where you applied and/or worked.

How did you learn of our company and/or position? _____

Are you now, or do you expect to be, working in any other business or job? Yes No

Are there any days or hours you would be unable or unwilling to work? Yes No

If Yes, please specify those dates and/or hours you would be unable or unwilling to work

Is there any type of work which you will not perform? Yes No

If Yes, please explain

EDUCATION

Name, Address and Location	Select Highest Grade Completed	Graduate?	Courses Studied
High School/GED	9 10 11 12	<input type="checkbox"/> Yes <input type="checkbox"/> No	Diploma: _____
College/University	1 2 3 4 4+	<input type="checkbox"/> Yes <input type="checkbox"/> No	Major: _____ Minor: _____ Degree(s): _____
Trade School	Number of months attended	<input type="checkbox"/> Yes <input type="checkbox"/> No	Diploma or Certificate: _____

Are you planning to pursue further studies? Yes No

If Yes, when, where, and what courses? _____

List any scholastic honors, offices held and activities involved in during high school and college.

(Please exclude those which may reflect race, sex, color, religion, national origin, disability, sexual orientation or other protected status)

Please describe any other special courses, seminars or training which may enable you to better perform the duties of the position for which you are applying.

Do you hold a FAA A&P license? Yes No Do you hold an FCC license? Yes No

MILITARY

Have you ever served in the military? Yes No

If Yes, which branch _____ Final Rank _____

What duties, training or experience did you have while in the military which may be job related?

CAPABILITY/RELIABILITY

Would you be willing and able to perform all of the tasks required by the job you are applying for?

Yes No

Have you filed any type of fraudulent claim against any of your present or past employers?

Yes No

If Yes, please explain

Will you abide by the safety rules of this company? Yes No

Have you ever been disciplined for violating company safety rules or regulations? Yes No

If Yes, please explain

How many days of work (or school) have you missed in the last two years? _____

How many times have you been late for work (or school) in the last two years? _____

Consistent attendance and punctuality are essential requirements of every job in our company. Would you be willing and able to report to work on time every day on a regular and consistent basis? Yes
No

If No, please explain

Have you ever been disciplined or received verbal or written warnings for absenteeism or tardiness? Yes
No

If Yes, please explain

Have you ever been fired, or asked to resign from a job? Yes No

If Yes, please explain

WORK HISTORY

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references. **DO NOT REFERENCE YOUR RESUME**

Name of Employer _____ Dates Employed (MM/YYYY)
Job Title _____ Annual Pay _____ To: _____
Supervisor Name/Title _____ From: _____
Address _____
Street City State Zip
Reason for leaving _____ Phone () -

Describe duties performed, skills used/learned, advancements/promotions earned:

Name of Employer _____ Dates Employed (MM/YYYY)
Job Title _____ Annual Pay _____ To: _____
Supervisor Name/Title _____ From: _____
Address _____
Street City State Zip
Reason for leaving _____ Phone () -

Describe duties performed, skills used/learned, advancements/promotions earned:

Name of Employer _____ Dates Employed (MM/YYYY)
Job Title _____ Annual Pay _____ To: _____
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Supervisor Name/Title _____ From: _____
Address _____
Street City State Zip
Reason for leaving _____ Phone () -

Describe duties performed, skills used/learned, advancements/promotions earned:

SUPPLEMENTAL INFORMATION

If you worked in any of your previous positions under another name, please give that name(s) below (for reference checking purposes)

Name used _____ Company _____

Name used _____ Company _____

Are you presently employed? Yes No

If Yes, may we contact your present employer? Yes No

Please list all periods of time since high school or college during which you were not employed

How did you spend this time? _____

What languages do you speak fluently? _____

Have you ever tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which you applied for, but did not obtain, safety-sensitive transportation work covered by DOT agency drug & alcohol testing rules during the past two years?

Yes No

Are you currently working or have you ever worked in any position with any U.S. or non-U.S. government agency or department, any government owned or controlled agency or organization (e.g., the UN or International Civil Aviation Organization), or are you a candidate for political office?

Yes No

If Yes, please explain. _____

Are you a close relative (i.e. spouse, parent, child, sibling, nephew/niece or aunt/uncle) of anyone who holds or has held any position with any U.S. government agency or department, or any government owned or controlled company, any political party, any public international organization. (e.g., the UN or International Civil Aviation Organization), or anyone who is a candidate for political office?

Yes No

If Yes, please explain. _____

SPECIAL SKILLS

Please list all software programs in which you are proficient, indicating how many years work experience you have with each:

List other computer skills, programming languages, or computer training you have had:

List other technical training, skills or work experience which may qualify you for a job with us:

Use this space below to describe why you are interested in working for our company and to list those skills and abilities which you feel particularly qualify you for a position with us. If you need more space, please continue on a separate sheet.

REFERENCES

Give three professional references, not relatives or former employers

Name	E-mail address	Phone	Occupation

AFFIDAVIT

I certify that my answers to the forgoing questions are true and correct without any consequential omissions of any kind whatsoever. I understand that if I am employed, any false misleading or otherwise incorrect statements made on this application form or during any interviews may be ground for my immediate discharge.

I hereby authorized the Company to contact any company or individual it deems appropriate to investigate my employment history, character and qualifications and I give my full and complete consent to their revealing any and all information they wish as a result of this investigation. In addition, I hereby waive my right to bring any cause of action against these individuals for libel, slander, defamation, invasion of privacy or any other reason because of their statements.

I agree that, if I am employed, I will abide by all the rules and regulations of the Company. I understand that the taking of drug and alcohol test, when given pursuant to company policy, are a condition of continued employment and refusal to take such test when asked will be grounds for my immediate termination. I further understand that nobody in the Company is authorized to enter into any written or verbal employment contracts with me for any definite period of time without the express written consent of the President of the Company. I also understand that my employment is at-will and may be terminated by myself or by the company at any time for any reason or no reason at all, with or without prior notice.

Full Name _____ Date _____
(By signing your name you agree to the above affidavit - if electronic, type your full name)



Voluntary Self-Identification Form

Revision: 2015.01.06

BizJet International Sales & Support, Inc. is an Equal Opportunity Employer. As required by law, we must record certain information to be made a part of our Affirmative Action Program. Applicants for employment are also invited to participate in the Affirmative Action Program by reporting their status as disabled, disabled veteran, veteran of the Vietnam era or other minority. In extending this invitation you are also advised that: (a) workers (applicants) are under no obligation to respond, but may do so in the future if they choose; (b) responses will remain confidential within the Human Resources Department; and (c) responses will be used only for the necessary information to include in our Affirmative Action Program. We are a company that values diversity. We actively encourage women and minorities to apply. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment. Thank you for your cooperation.

Name _____ Date _____

Gender Male Female Position applied for: _____

Race or Ethnic Identification

Check One

- | | |
|---|--|
| <input type="checkbox"/> White (not Hispanic or Latino) | <input type="checkbox"/> Asian (not Hispanic or Latino) |
| <input type="checkbox"/> Black or African American (not Hispanic or Latino) | <input type="checkbox"/> American Indian or Alaska Native (not Hispanic or Latino) |
| <input type="checkbox"/> Native-Hawaiian or other Pacific Islander (not Hispanic or Latino) | <input type="checkbox"/> Two or More Races (not Hispanic or Latino) |
| <input type="checkbox"/> Hispanic or Latino | <input type="checkbox"/> I do not wish to self-identify |

Veteran Status

Check all that apply

- | | |
|--|---|
| <input type="checkbox"/> Veteran | <input type="checkbox"/> Vietnam Veteran |
| <input type="checkbox"/> Disabled Veteran | <input type="checkbox"/> Recently Separated Veteran |
| <input type="checkbox"/> Other Protected Veteran | <input type="checkbox"/> Armed Forces Service Medal Veteran |

Disability

A "disabled individual" means any person who has a physical or mental impairment which substantially limits one or more of such person's major life activities, has a record of such impairment, or is regarded as having such impairment.

Using the definition as stated above, please check the box below to identify yourself as a disabled individual.

- Yes No I do not wish to self-identify

- By checking the box to the left, you agree that: (1) you are the applicant listed above (2) you have reported the above information accurately to the best of you knowledge.

Self-designation descriptions

Ethnicity

Hispanic/Latino - A person of Cuban, Mexican, Puerto Rican, South or Central America, or other Spanish culture or origin, regardless of race

Race Identification

White (not Hispanic or Latino) - A person having origins in any of the original peoples of Europe, the Middle East, or North America

Black or African American (not Hispanic or Latino) - A person having origins in any of the Black racial groups of Africa

Native-Hawaiian or other Pacific Islander (not Hispanic or Latino) - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

Asian (not Hispanic or Latino) - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Viet Nam.

American Indian or Alaska Native (not Hispanic or Latino) - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment

Two or More Races (not Hispanic or Latino) - All persons who identify with more than one of the above five races.

Veteran Status

Veteran of the Vietnam-Era - Defined as a person who served on active duty for a period of more than 180 days, and was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty occurred:

- In the Republic of Vietnam between February 28, 1961, and May 7, 1975; or Between August 5, 1964, and May 7, 1975, in all other cases; or Was discharged or released from active duty for a service-connected disability if any part of such active duty was performed In the Republic of Vietnam between February 28, 1961, and May 7, 1975; or between August 5, 1964, and May 7, 1975, in all other cases

Disabled Veteran - A veteran of the U.S. military who is entitled to compensation (other than military retired pay) under laws administered by the Secretary of Veterans Affairs

Recently Separated Veteran - Any veteran who served on active duty in the U.S. military, ground, naval or air service during the one year period beginning on the date of such veteran's discharge or release from active duty.

Armed Forces Service Medal Veteran - A veteran who, while serving on active duty in the U.S. military participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (61Fed Reg 1209).

Other Protected Veteran - A veteran who served on active duty in the U.S. military during a war or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.