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## Application for Employment

**ReadyJet, Inc. is an Equal Opportunity Employer (EOE)**

**All applicants will be considered for employment without regard to race, religion, color, sex, national origin, age, marital or veteran status, medical condition or disability, or any other status protected by law.**

Date Application Completed: \_\_\_\_\_

Location You Wish To Work (Airport Name/Corporate) \_\_\_\_\_

Applicant Name: \_\_\_\_\_  
Last
First
Middle

Applicant Address: \_\_\_\_\_  
Street Address or PO Box
Apt. No

\_\_\_\_\_

City
State
Zip

Applicant Phone Number: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Home
Cell
Work

Have you ever worked or attended school under any other name? Please list name if applicable. \_\_\_\_\_

Social Security Number: \_\_\_\_\_

If hired, can you furnish proof that you are eligible to work in the U.S.?  Yes  No

Are you 18 years of age or older?  Yes  No

Do you wish to identify yourself as a veteran for reporting purposes?  Yes  No

Position Applied For: \_\_\_\_\_  Full Time  Part Time

Hours Available To Work: \_\_\_\_\_

Days Available to Work (please circle all that apply): M T W Th F Sa Su



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**You need to account for your time during the past ten years, whether employed, in school, hospitalized, etc. If self-employed you will need to supply tax records or billing records as verification. If you attended middle and/or elementary schools in the last ten years, list names of schools in addition to the High School. You are obligated to resolve periods of unemployment lasting more than twelve months.**

## EDUCATION

**College:** \_\_\_\_\_  
Name of Institution
Address

Did You Graduate?       Yes                                       No (list number of credits competed)

Phone Number: (     ) \_\_\_\_\_

**High School:** \_\_\_\_\_  
Name of Institution
Address

Did You Graduate?       Yes                                       No

Phone Number: (     ) \_\_\_\_\_

**Middle School:** \_\_\_\_\_  
Name of Institution
Address

Did You Graduate?       Yes                                       No

Phone Number: (     ) \_\_\_\_\_

**Elementary School** \_\_\_\_\_  
Name of Institution
Address

Did You Graduate?       Yes                                       No

Phone Number: (     ) \_\_\_\_\_

Please provide any addition skills, training you have received which may be applicable to the position you are applying for:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**TEN YEAR EMPLOYMENT HISTORY**

Employer: \_\_\_\_\_  
   Name  Address

Position Held \_\_\_\_\_

Phone Number: (    ) \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Dates Employed:            FROM \_\_\_\_\_ TO \_\_\_\_\_

Employer: \_\_\_\_\_  
   Name  Address

Position Held \_\_\_\_\_

Phone Number: (    ) \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Dates Employed:            FROM \_\_\_\_\_ TO \_\_\_\_\_

Employer: \_\_\_\_\_  
   Name  Address

Position Held \_\_\_\_\_

Phone Number: (    ) \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Dates Employed:            FROM \_\_\_\_\_ TO \_\_\_\_\_

Employer: \_\_\_\_\_  
   Name  Address

Position Held \_\_\_\_\_

Phone Number: (    ) \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Dates Employed:            FROM \_\_\_\_\_ TO \_\_\_\_\_



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## Criminal History Questionnaire

**Have you ever been convicted of the following crimes? Answer each of the following questions by circling Y (YES) or N (NO). Providing false and misleading information, including not disclosing a criminal conviction will lead to automatic termination.**

1.    Y    N    Forgery of certificates, false making of aircraft or other aircraft violations
2.    Y    N    Interference with air navigation
3.    Y    N    Aircraft piracy within or outside of the special aircraft jurisdiction of the United States
4.    Y    N    Interference with flight crewmembers or flight attendants
5.    Y    N    Commission of certain crimes aboard an aircraft in flight
6.    Y    N    Conveying false information and threats
7.    Y    N    Assault with intent to murder
8.    Y    N    Lighting violations involving trafficking controlled substances
9.    Y    N    Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements.
10.   Y    N    Murder
11.   Y    N    Espionage
12.   Y    N    Sedition stirring up discontent against the government
13.   Y    N    Kidnapping or hostage taking
14.   Y    N    Treason
15.   Y    N    Rape or aggravated sexual abuse
16.   Y    N    Distribution of or intent to distribute a controlled substance
17.   Y    N    Felony arson
18.   Y    N    Carrying a weapon or explosive onboard an aircraft
19.   Y    N    Conspiracy
20.   Y    N    Improper transport of hazardous materials
21.   Y    N    Destruction of an aircraft or aircraft facility
22.   Y    N    Unlawful possession, use, sale, distribution or manufacture of an explosive weapon
23.   Y    N    Armed or unarmed robbery
24.   Y    N    Extortion
25.   Y    N    Felony involving the willful destruction of property
26.   Y    N    Importation or manufacture of a controlled substance
27.   Y    N    Burglary
28.   Y    N    Theft, dishonesty, fraud or misrepresentation
29.   Y    N    Possession or distribution of stolen property
30.   Y    N    Felony involving arson
31.   Y    N    Felony involving bribery
32.   Y    N    Felony involving a threat
33.   Y    N    Illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than 1 year or another crime classified as a felony that the administrator determines propensity for placing contraband aboard an aircraft in return for money
34.   Y    N    Aggravated assault



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- 35 Y N Violence at international airports
- 36 Y N Conspiracy or attempt to commit any of the aforementioned acts
- 37 Y N Other (not already listed): please explain:

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- Y N Have you ever refused a fidelity bond.
- Y N Have you ever been arrested or convicted of a felony or misdemeanor
- Y N Were you ever dismissed from a job or forced to resign
- Y N Have you ever been rejected for a position similar to that for which you are applying
- Y N Have you ever been a member of any organization, which has a policy advocating or approving the commission of acts of violence or to deny other persons their rights under the laws of the United States or its political subdivisions
- Y N Has your driver's license previously been suspended, refused or revoked
- Y N Have you had a driver's license from another state within the last 5 years.
- Y N Have you ever been convicted of a non-speeding violation.

If you answered yes to any of the questions previously listed, please provide details:

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Current Drivers License Number	State of Issuance	Expiration Date
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Drivers License Restrictions (if applicable)

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Applicant Name (please print)	Signature	Date
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Witness Name (please print)	Signature	Date
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## Essential Job Functions - Requirements Checklist

**This checklist provides general requirements for aircraft cleaning positions. Please review each and circle Y (YES) if you can meet the requirement or N (NO) if you would be unable to meet the requirement. *Providing false and misleading information will lead to automatic termination.***

- |     |   |   |  |
|-----|---|---|--|
| 1.  | Y | N | Vision adequate to identify areas requiring cleaning   |
| 2.  | Y | N | Vision adequate to identify potential safety hazards   |
| 3.  | Y | N | Vision adequate to operate equipment and/or mechanized vehicle   |
| 4.  | Y | N | Hearing adequate to identify airport activity  |
| 5.  | Y | N | Hearing adequate to communicate with airport staff   |
| 6.  | Y | N | Muscle strength, agility, balance, & cardiovascular endurance permitting ability to move back and forth in small narrow areas                      |
| 7.  | Y | N | Muscle strength, agility, balance, & cardiovascular endurance permitting ability to climb up and down ladders, scaffolding, lifts and narrow steps |
| 8.  | Y | N | Muscle strength, agility, balance, & cardiovascular endurance permitting ability to stand, kneel, stoop for prolonged periods of time              |
| 9.  | Y | N | Muscle strength, agility, balance, & cardiovascular endurance permitting ability to push, pull and lift UP TO 40-45 LBS routinely                  |
| 10. | Y | N | Manual dexterity to allow reaching into small, narrow work areas   |
| 11. | Y | N | Manual dexterity to allow manipulation of cleaning equipment and accessories   |
| 12. | Y | N | Endurance of outdoor environment including inclement weather, extreme heat or cold, seasonal allergens, biting insects, etc.                       |
| 13. | Y | N | Able to read, write and understand basic English   |
| 14. | Y | N | Have proper documentation to show legally eligible for employment in the United States   |

Can you perform the duties of the job you are applying for as explained to you? Please include any accommodations that your condition would require.

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Applicant Name (please print)	Signature	Date
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Witness Name (please print)	Signature	Date
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**AFFIDAVIT**

**Please read and initial each statement prior to signing at the bottom of the page**

\_\_\_\_\_ I CERTIFY that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

\_\_\_\_\_ I UNDERSTAND that I am required to disclose any disqualifying criminal offenses from my past and I have the responsibility to disclose to management any future conviction or plea within 24 hours of the occurrence.

\_\_\_\_\_ I AUTHORIZE the investigation of any and all statements contained in this application and also authorize any person, school, current employer, past employer and organizations from any legal liability in making such statements.

\_\_\_\_\_ I UNDERSTAND I will be subject to drug testing. I hereby consent to a drug screen as a condition of employment. It is also understood that I will be subject to a criminal background check, both pre-employment and random throughout my employment.

\_\_\_\_\_ I UNDERSTAND that in order to receive an airport security badge, I may be required to be fingerprinted. I understand that in conjunction with fingerprinting, I may be required to complete an airport badge application which may require disclosure of identifying physical characteristics including race, gender, age, height, weight, eye and hair color, etc.

\_\_\_\_\_ I UNDERSTAND that this application or subsequent employment does NOT create a contract of employment nor guarantee employment for any definite period of time. If employed, I understand that I have been hired at the will of the employer and my employment may be terminated at any time, with or without cause and with or without notice.

\_\_\_\_\_ I AGREE to keep confidential all information and/or knowledge exposed to me throughout my association with ReadyJet, Inc. I will neither use it to disclose said confidential information and knowledge to any individual, association, corporation, partnership, firm or entity without prior written consent of the CEO.

\_\_\_\_\_ I AGREE that in the event that my employment with ReadyJet, Inc. should end, I authorize ReadyJet, Inc. to deduct the following items from my last paycheck, should they not be returned within ten (ten) calendar days: a) the cost of my security identification badge and parking permits b) any outstanding cash advances c) the cost of any company property I have in my possession.

\_\_\_\_\_ I UNDERSTAND that as an employee of ReadyJet, Inc., I am not to bring to the airport, nor carry on board any aircraft the following items: knives, scissors, pocket knives, screwdrivers, metal putty knives, leather-man tools, or any object that could be used as a weapon or violates FAA regulations.

Applicant Name (please print)	Signature	Date
Witness Name (please print)	Signature	Date