***TACTICAL AIR SUPPORT, INC.***EMPLOYMENT APPLICATION

*This Employment Application must be completed in its entirety, dated, and signed to be fully considered for any position.*

**PERSONAL INFORMATION Date of Application**

|  |  |  |  |
| --- | --- | --- | --- |
| Name (Last, First, Middle) |  | | |
| Street Address |  | | |
| City, State, Zip |  | | |
| Daytime Phone Number |  | Cell Phone Number |  |
| E-mail |  | | |

**POSITION INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Position Applied for |  | | |
| Available Start Date |  | Desired Hours | **Full-Time**  **Part-Time** |
| Can you provide proof of eligibility to work in the U.S.? | **Yes**  **No** | Are you willing to relocate? | **Yes  No** |

**EMPLOYMENT HISTORY**Provide all employment history for the last ten years, starting with your most recent employer. Account for all periods of unemployment. This section must be completed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Current Employer** |  | | | |
| Address, City, State, Zip |  | | | |
| Telephone |  | Website |  | |
| Supervisor’s Name |  | Supervisor’s Title |  | |
| Position Title |  | | | |
| Start Date |  | End Date |  | |
| Reason for Leaving |  | | | |
| Describe What Value You Added to this Company |  | | | |
| May we contact this employer?  **Yes  No** | | | | |
| **Previous Employer** |  | | | |
| Address, City, State, Zip |  | | | |
| Telephone |  | Website | |  |
| Supervisor’s Name |  | Supervisor’s Title | |  |
| Position Title |  | | | |
| Start Date |  | End Date | |  |
| Reason for Leaving |  | | | |
| Describe What Value You Added to this Company |  | | | |
| May we contact this employer?  **Yes  No** | | | | |

**EMPLOYMENT HISTORY *(Continued)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Previous Employer** |  | | |
| Address, City, State, Zip |  | | |
| Telephone |  | Website |  |
| Supervisor’s Name |  | Supervisor’s Title |  |
| Position Title |  | | |
| Start Date |  | End Date |  |
| Reason for Leaving |  | | |
| Describe What Value You Added to this Company |  | | |
| May we contact this employer?  **Yes  No** | | | |
| **Previous Employer** |  | | |
| Address, City, State, Zip |  | | |
| Telephone |  | Website |  |
| Supervisor’s Name |  | Supervisor’s Title |  |
| Position Title |  | | |
| Start Date |  | End Date |  |
| Reason for Leaving |  | | |
| Describe What Value You Added to this Company |  | | |
| May we contact this employer?  **Yes  No** | | | |
| **Previous Employer** |  | | |
| Address, City, State, Zip |  | | |
| Telephone |  | Website |  |
| Supervisor’s Name |  | Supervisor’s Title |  |
| Position Title |  | | |
| Start Date |  | End Date |  |
| Reason for Leaving |  | | |
| Describe What Value You Added to this Company |  | | |
| May we contact this employer?  **Yes  No** | | | |
| **Previous Employer** |  | | |
| Address, City, State, Zip |  | | |
| Telephone |  | Website |  |
| Supervisor’s Name |  | Supervisor’s Title |  |
| Position Title |  | | |
| Start Date |  | End Date |  |
| Reason for Leaving |  | | |
| Describe What Value You Added to this Company |  | | |
| May we contact this employer?  **Yes  No** | | | |

**EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME & LOCATION OF SCHOOL** | | **COURSE OF STUDY** | **TOTAL YEARS OF STUDY** | **DEGREE / DIPLOMA** |
| High School |  |  |  |  |
| Undergraduate School |  |  |  |  |
| Undergraduate School |  |  |  |  |
| Graduate School |  |  |  |  |
| Graduate School |  |  |  |  |
| Trade School |  |  |  |  |
| Other School |  |  |  |  |
| List any continuing education courses, seminars, or other education which may help qualify you for this position. (Attach certifications or transcripts if available.) | |  | | |

**ADDITIONAL INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| List any languages that you speak, read, or write which could be of benefit to the position applied for. | | | |
| **Name of Language** | **Speak** (Level of Fluency) | **Read** (Level of Fluency) | **Write** (Level of Fluency) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| List any professional, trade, business, or civic activities and offices held. *(You may exclude any membership that would reveal any protected status as previously defined.)* | |  | |
| Identify any formal job training that relates to this position. | |  | |
| Identify any skills or certification you possess related to this position. | |  | |
| Describe what you believe are the most unique features of your work history. | |  | |

**GENERAL**

|  |  |  |
| --- | --- | --- |
| Are you able to travel if required? | **Yes**  **No** | Indicate percentage of time      % |
| Are you able to work overtime as needed? | **Yes  No** | Indicate percentage of time      % |
| Have you previously worked for Tactical Air? | **Yes  No** | When and name (if different) |
| Have you ever been discharged or asked to resign from a position? | **Yes  No** | If yes, please explain: |
| Do you have any friends or relatives employed by Tactical Air? | **Yes  No** | If yes, provide name(s) and relationship to you: |
| If hired, do you have a reliable means of transportation to and from work?  **Yes  No** | | |
| What prompted you to apply for this position and what value will you add to Tactical Air? | |  |
| Where did you learn about this position? | |  |

**ADDITIONAL INFORMATION**

|  |
| --- |
| Additional space provided if needed to expand on any answers previously given: |

**PROFESSIONAL REFERENCES**

Please provide three references not related to you who have knowledge of your work performance within the last five years.

|  |  |
| --- | --- |
| Name |  |
| Occupation |  |
| Company Name |  |
| Telephone |  |
| Address, City, State, Zip |  |
| E-mail |  |
| Relationship and Number of Years |  |
|  |  |
| Name |  |
| Occupation |  |
| Company Name |  |
| Telephone |  |
| Address, City, State, Zip |  |
| E-mail |  |
| Relationship and Number of Years |  |
|  |  |
| Name |  |
| Occupation |  |
| Company Name |  |
| Address, City, State, Zip |  |
| Telephone |  |
| E-mail |  |
| Relationship and Number of Years |  |

***Carefully review each of the following statements and mark each to acknowledge you understand and agree to each statement.***

**POLICY STATEMENTS**

**­Equal Employment Opportunity**

Tactical Air Support, Inc. (Tactical Air) is committed to the principles of equal employment opportunity and is committed to make employment decisions based on merit. Employment with Tactical Air shall be considered solely on the organization’s requirements and the applicant’s qualifications. Tactical Air is committed to comply with all federal, state, and local laws providing for equal employment opportunities as well as all laws related to terms and conditions of employment. Tactical Air desires to maintain a work environment that is free of discrimination due to actual or perceived race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, physical or mental disability, family medical history or genetic information, political affiliation, military service, or any other status protected by federal, state, or local laws. Tactical Air will make reasonable efforts to accommodate physical or mental limitations of an otherwise qualified applicant unless an accommodation would create an undue hardship for the company.

**Discrimination and Sexual Harassment**

Tactical Air will not tolerate any form of unlawful discrimination, including sexual harassment. Any employee who engages in unlawful discrimination or sexual harassment will be subject to appropriate discipline, up to an including termination. Prohibited sexual harassment is defined as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made whether explicitly or implicitly a term or condition of an individual’s employment; (2) submission to or action of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.

**Disclosure Concerning Drug & Alcohol Testing**

If you are offered a position with Tactical Air, you may be subject to drug and alcohol testing as a condition of employment. Your refusal to timely submit to drug and alcohol testing or your failure to pass such a test means you will not be employed by this company. Neither the collector of specimens nor the medical professional who reviews test results are employed by Tactical Air. Test results are kept confidential. The individual undergoing testing will not be directly observed while providing the sample unless there are reasonable grounds to believe the individual may alter or substitute the specimen. Negative test results are required as a condition of employment.

**­­Testing Authorization**

If offered a position with Tactical Air, I hereby understand that I may be required to undergo any legally permitted physical, psychological, skill, drug, or medical test as is necessary relevant to the position and agree that successful completion of required testing is a condition of employment.

**Investigation Authorization**

I understand that if an offer of employment is made, I may be required to undergo investigation into all statements and references contained in this application. Said investigation may include credit, driving, criminal background, professional references, and other background checks. By applying for this position, I authorize post-offer investigation into my background as necessary and as a condition of employment. *Note: a criminal conviction does not constitute an automatic bar to employment and will be considered only as it substantially relates to the position in question.*

***California Only***: You have a right to receive public records documenting an arrest, indictment, conviction, civil judicial action, tax lien, or outstanding judgment that are obtained without using the services of an investigative consumer reporting agency (CA Civil Code §1786.53). Pursuant to California law, you are entitled to waive this right.

**NOTIFICATIONS AS REQUIRED**

* **Maryland:** It is unlawful in Maryland to require or administer a lie detector test as a condition of employment or continued employment.
* **Massachusetts:** It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment.

**AFFIDAVITS**

**­At-Will Employment**

I understand and acknowledge that all employees are hired “at-will”, which means that employment is for an unspecified duration and, therefore, is not guaranteed for any specific length of time. Employment is at the mutual consent of the employee and Tactical Air. Accordingly, either the employee or Tactical Air can terminate the employment relationship at will, at any time, with or without cause and with or without notice. I further understand that any prior representation, whether expressed or implied to the contrary, is superseded and that no promise or representation contrary to the foregoing is binding unless made in writing and signed by the Chief Executive Officer (CEO). Furthermore, no employee or representative of Tactical Air, other than the CEO, has any power or legal authority to alter the at-will nature of the employment relationship, via a written agreement that is signed by both the CEO and the employee.

**Tactical Air Obligation**

I understand and agree that Tactical Air’s acceptance of this employment application does not mean that a position for which I am qualified is open or that the company has agreed to hire me. I understand that Tactical Air is under no obligation to hire me as a result of accepting this completed application.

**Complete and Accurate Information**

To the best of my knowledge, I hereby certify that I have not knowingly withheld any information that might adversely affect my application from consideration and that the answers given by me are true and correct. I understand that any omission or misstatement of material fact on this application, or any other document used to secure employment, shall be grounds for rejection of this application or for immediate termination without notice if employed.

**APPLICANT SIGNATURE****Date:**