



Employment Application

Jeff Air Pilot Services, LLC is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Applicants requiring reasonable accommodation in the application and/or interview process should notify a representative of the organization.

Please print and fill out all sections.

Applicant Information

Applicant Name: _____

Phone: _____ Email: _____

Current Address: _____

City: _____ State & Zip: _____

How were you referred to Jeff Air Pilot Services? _____

Employment Positions

Position(s) applying for: _____

Temporary work – such as summer or holiday work? Y or N

Regular full-time work? Y or N

Regular part-time work? Y or N

What days and hours are you available for work? _____

If hired, on what date can you start working? _____ / ____ / ____ Can you work on the weekends? Y or N

Salary desired: \$ _____

Personal Information

Are you over the age of 18? Y or N

If hired, would you be able to present evidence of your U.S. citizenship or proof of your legal right to work in the United States? Y or N

Are you able to perform the essential functions of the job for which you are applying, either with/without reasonable accommodation? Y or N

If no, describe the functions that cannot be performed:

If applying for a line service position, are you able to lift 50 lbs.? Y or N

75 lbs.? Y or N

Do you have a valid driver’s license with a clean driving record? Y or N

Do you have a CDL? Y or N

Note: Jeff Air Pilot Services, LLC complies with the ADA and will consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. It is possible that a hire may be tested on skill/agility

Have you ever been convicted of a criminal offense (felony or misdemeanor)? Y or N

If yes, please describe the crime - state nature of the crime(s), when and where convicted and disposition of the case.

Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.

Education, Training and Experience

High School:

School Name: _____

School Address: _____

School City, State, Zip: _____

Did you graduate? Y or N Degree / diploma earned: _____

College / University:

School Name: _____

School Address: _____

School City, State, Zip: _____

Did you graduate? Y or N Degree / diploma earned: _____

Vocational School:

Name: _____

Address: _____

City, State, Zip: _____

Military:

Branch: _____

Rank in Military: _____ Total Years of Service: _____

For line service position, do you have any experience operating heavy machinery? Y or N

List types of equipment you have experience operating: _____

For an office position, are proficient with office equipment? Y or N

Are you proficient with MS Word and Excel? Y or N

Employment History

Are you currently employed? Y or N

If yes, may we contact your current employer? Y or N

Below, please describe past and present employment positions, dating back five years. Please account for all periods of unemployment. **Even if you have attached a resume, this section must be completed. If you need more space, continue on a separate sheet of paper.**

Name of Employer: _____

Name of Supervisor: _____

Telephone Number: _____

Address: _____

City, State, Zip: _____

Length of Employment (Include Dates): _____

Position & Duties: _____

Reason for Leaving: _____

May we contact this employer for references? Y or N

Name of Employer: _____

Name of Supervisor: _____

Telephone Number: _____

Address: _____

City, State, Zip: _____

Length of Employment (Include Dates): _____

Position & Duties: _____

Reason for Leaving: _____

May we contact this employer for references? Y or N

References

List below two persons, non-relatives, who have knowledge of your work performance within the last four years.

Name: _____

Telephone Number: _____

Address: _____

City, State, Zip: _____

Number of Years Acquainted: _____

Name: _____

Phone: _____

Address: _____

City, State, Zip: _____

Number of Years Acquainted: _____

Please Read and Initial Each Paragraph, then Sign Below

I certify that I have not purposely withheld any information that might adversely affect my chances for hiring. I attest to the fact that the answers given by me are true and correct to the best of my knowledge and ability. I understand that any omission (including any misstatement) of material fact on this application or on any document used to secure can be grounds for rejection of application or, if I am employed by Jeff Air Pilot Services, LLC, terms for my immediate expulsion from the company. _____(Initial)

I understand that if I am employed, my employment is not definite and can be terminated at any time either with or without prior notice, and by either me or Jeff Air Pilot Services, LLC. _____(Initial)

I permit Jeff Air Pilot Services, LLC to examine my references, record of employment, education record, and any other information I have provided. I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release the company, my former employers & all other persons, corporations, partnerships & associations from any & all claims, demands or liabilities arising out of or in any way related to such examination or revelation. _____(Initial)

Applicant's Signature: _____

Date: _____