

**U.S. Cargo Systems**

**APPLICATION FOR EMPLOYMENT**

In order that your application may be properly evaluated, it is essential that all of the following information be carefully completely. Please feel free to use a resume to supplement this application. However, **do not** use a resume as a substitute for completion of the entire form.

AN EQUAL OPPORTUNITY EMPLOYER IN ACCORDANCE WITH APPLICABLE LOCAL, STATE AND FEDERAL LAWS

<b>PERSONAL DATA (please print)</b>					
Last Name		First Name	Middle Initial	Social Security Number	Telephone Home (     )     ) Cell (     )     ) Work (     )     )
Former Name(s)		Present Address (Street, City, State and Zip Code)			Salary Range Expected
Position applied for		How did you find out about the position?			When could you start?
Type of Work: Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/>		If Part-Time or Temporary, specify days and hours you expect to work			Are you willing to work overtime? Yes <input type="checkbox"/> No <input type="checkbox"/>
What shift are you applying for		Please select the days of the week that you <b>ARE UNABLE</b> work Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/>			
Can you perform the essential functions of the job for which you are applying with or without reasonable accommodation? Yes <input type="checkbox"/> No <input type="checkbox"/>		Do you have any relatives or immediately family working for US Cargo Systems? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Have you ever been employed by US Cargo Systems? Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, where and in what position?			When From                      To
Are you legally eligible to work in the US for any employer? Yes <input type="checkbox"/> No <input type="checkbox"/> Please explain:					
Have you ever been convicted of a criminal offence in a court of law (other than minor traffic violations)? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please explain providing dates and locations:					
<b>EDUCATIONAL BACKGROUND</b>					
Type of school	Name & Location of School (City, State)	Circle last year completed		Major Area of Study	Degree/Diploma obtained
High School		9    10    11    12			
College		1    2    3    4			
Grad School		1    2    3    4			
Other – Special schools, seminars					
Licenses and Certifications					
List any Machines Operated:					
List any special training, schools attended or skills received:					
List any other experience, skills or qualifications you feel would qualify you for work with this Company:					

**WORK EXPERIENCE** (list positions in chronological order starting with current or most recent position)

<b>Current or Most Recent Employer</b>	<b>Dates Employed</b>	<b>Positions Held</b>	<b>Base Pay</b> (no include bonus and/or overtime)	<b>Reason for Leaving</b>
Employer	Date Hired	Starting Position	Starting	
Street Address	Date Left	Ending Position	Ending	
City, State & Phone Number			Name & Title of Immediate Supervisor	
Previous Employer	Date Hired	Starting Position	Starting	Reason for Leaving
Street Address	Date Left	Ending Position	Ending	
City, State & Phone Number			Name & Title of Immediate Supervisor	
Previous Employer	Date Hired	Starting Position	Starting	Reason for Leaving
Street Address	Date Left	Ending Position	Ending	
City, State & Phone Number			Name & Title of Immediate Supervisor	
Previous Employer	Date Hired	Starting Position	Starting	Reason for Leaving
Street Address	Date Left	Ending Position	Ending	
City, State & Phone Number			Name & Title of Immediate Supervisor	
Previous Employer	Date Hired	Starting Position	Starting	Reason for Leaving
Street Address	Date Left	Ending Position	Ending	
City, State & Phone Number			Name & Title of Immediate Supervisor	
<b>U.S. Military Record (optional)</b>				
Service Branch	Initial Rank		Final Rank	
Applicable Military Experience				
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 a safety-sensitive position covered by DOT agency drug and alcohol testing rules? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>				
<b>May we contact your present employer?</b> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>				

**READ CAREFULLY BEFORE SIGNING**

- Application: I hereby certify that all of the information I have provided on this application is true and correct, that I have successfully completed all the education and training described on this application, and that I currently hold all the licenses, permits and certifications described in good standing. I understand that if any information provided on this application is false or misleading, I will not qualify for employment, or if hired, I will be subject to immediate discharge.
- Background Check: The Candidate agrees that a background check and/or reference check may be conducted in his or her name, including but not limited to inquiries regarding Candidate's credit history and fiscal responsibility (Telair may obtain a credit report from a major credit bureau), as well as the validity of Candidate's social security number, academic credentials previous named employers and employment information including but not limited to prior salary information, dates of employment, etc. In addition, Candidate further agrees that Telair may conduct inquiries with the United States Civil and Criminal Court Systems in order to determine whether Candidate is a party to civil litigation, or has ever been named a party to civil litigation, and whether Candidate has ever been charged or convicted of a criminal offense; provided, however, that Candidate is not required to disclosure, nor will Telair give consideration to, any sealed or expunged records with respect to convictions or arrest.
- Employment at will. I understand that I am applying for employment "At Will", and that, if hired, I will be subject to dismissal or to change in terms of employment at any time and for any reason or for no reason. I understand that no Telair employee is authorized to offer any guarantee of continued employment contrary to the foregoing sentence.
- Confidential Information. I understand that if hired, I may be exposed to information that is confidential and proprietary to Telair. In addition to any other obligation of confidentiality I now have or may hereafter assume, I agree, in consideration of being considered for employment, to treat all proprietary and confidential business information of Telair and its affiliated companies, including my own work product, in strict confidence and will not, during the term of my employment or thereafter, use or disclose any such information to or for the benefit of any other third party other than Telair.
- Rights to Inventions. If hired, I agree that all my work product is "Work For Hire" and I hereby assign to Telair all rights that I may have as author, designer, inventor or otherwise creator of any written or graphic material, any design, invention or improvement, or any other idea or thing whatever that I may write, draw, design, conceive, perfect or reduce to practice in the course of, or in connection with, my employment, whether done during or outside of normal work hours. I agree to cooperate with any effort by Telair it obtain any patent, copyright, trademark or service mark registration, or other similar protection upon such work.
- Immigration Reform Act. I hereby certify that I am either a U.S. citizen or a resident alien authorized to work in the U.S., and I agree that if hired, I will furnish documentation establishing such eligibility to work within three (3) days of hire.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Invitation to Self-Identify

Name: \_\_\_\_\_

Date: \_\_\_\_\_

---

**Telair US Cargo Systems** is a Federal contractor and an **Equal Opportunity Employer**. US Cargo Systems is subject to Executive Order 11246, which requires government contractors to take affirmative action to ensure that equal opportunity is provided in all aspects of their employment. In addition, we are subject to Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment protected veterans. In order to comply with these laws, US Cargo Systems invites applicants and employees to voluntarily self-identify their gender, race/ethnicity and protected veteran status. US Cargo Systems does not discriminate on the basis of race, religion, color, sex, sexual orientation, gender identity, age, protected veteran status, non-disqualifying physical or mental disability, national origin, genetic information, or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

Submission of this information is **voluntary** and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

---

**Check one of the following:**

- \_\_\_\_\_ Male
- \_\_\_\_\_ Female
- \_\_\_\_\_ I choose not to self-identify

**Check one of the following race/ethnic groups defined on the following page:**

- \_\_\_\_\_ Hispanic or Latino
- \_\_\_\_\_ White (Not Hispanic or Latino)
- \_\_\_\_\_ Black or African American (Not Hispanic or Latino)
- \_\_\_\_\_ Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
- \_\_\_\_\_ Asian (Not Hispanic or Latino)
- \_\_\_\_\_ American Indian or Alaska Native (Not Hispanic or Latino)
- \_\_\_\_\_ Two or More Races (Not Hispanic or Latino)
- \_\_\_\_\_ I choose not to self-identify

**I belong to the following classifications of Protected Veterans (Choose ALL that apply):**

- \_\_\_\_\_ Disabled Veteran
- \_\_\_\_\_ Recently Separated Veteran      Date of Discharge: \_\_\_\_\_
- \_\_\_\_\_ Active Duty Wartime or Campaign Badge Veteran
- \_\_\_\_\_ Armed Forces Service Medal Veteran
- \_\_\_\_\_ I am not a protected veteran.
- \_\_\_\_\_ I choose not to self-identify

**Personal and Confidential**

**This page contains sensitive information, store in secure "Affirmative Action Forms" files, separately from personnel records.**

## Ethnicity and Race Definitions

- **Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- **White (Not Hispanic or Latino)** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- **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 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 Vietnam.
- **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 maintain tribal affiliation or community attachment.
- **Two or More Races (Not Hispanic or Latino)** – A person who identifies with more than one of the above five races.

## Protected Veteran Definitions

- **Disabled Veteran** - one of the following:
  - a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; **or**
  - a person who was discharged or released from active duty because of a service-connected disability.
- **Recently Separated Veteran** - any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- **Active Duty Wartime or Campaign Badge Veteran** - a veteran who served on active duty in the U.S. military, ground, naval or air service 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.
- **Armed forces service medal veteran** - a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

If you are a disabled veteran it would assist us if you tell us whether there are accommodations we could make that would enable you to perform the essential functions of the job, including special equipment, changes in the physical layout of the job, changes in the way the job is customarily performed, provision of personal assistance services or other accommodations. This information will assist us in making reasonable accommodations for your disability.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

US Cargo Systems 300.5(a). These regulations prohibit discrimination against qualified individuals on the basis of protected veteran status, and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans.

**Personal and Confidential**

**This page contains sensitive information, store in secure "Affirmative Action Forms" files, separately from personnel records.**