

# AERO-METRIC

## EMPLOYMENT APPLICATION

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

Name:	_____	E-Mail:	_____
	Last                      First                      Middle		
Mailing Address:	_____	_____	_____
	Street or P.O. Box                      Apt. No.                      City                      State                      Zip Code		
Telephone:	_____	Fax:	_____
		Social Security No:	_____

Position Desired:	_____	Date Available for Employment:	_____
Referred By:	_____		
	(Person, Agency, Newspaper Ad, etc.)		

<b>Personal:</b>		
Are you eligible to work in the United States?	Yes	No
Have you been convicted of a felony in the last five years?	Yes	No
If yes, please explain: _____		
_____		
Have you ever been employed by AERO-METRIC, INC. or its affiliate offices?	Yes	No
If yes, when? _____		
Will you travel if the job requires it?	Yes	No
Do you have a passport?	Yes	No
Driver's License Number (If job related):	_____	Expiration Date: _____ State: _____
Membership in organizations relative to this job or company: _____		
_____		
Registrations, certifications, licenses, publications relative to this job: _____		
_____		

**An Equal Opportunity/Affirmative Action Employer**

**Equipment Skills:**

Please list the office equipment, computer hardware and software on which you have working experience:

_____	_____	_____
_____	_____	_____
_____	_____	_____

**Education:** Include high school, college, military, technical, correspondence and business schooling.

Name of School/City and State	Dates Attended	Degree/Diploma	Major	Graduate	
				Yes	No

**References:**

List names, addresses, occupation and phone number of three professional references who are *not* related to you and are not previous supervisors. If not applicable, list three school or personal references who are *not* related to you.

Name/Address	Occupation	Phone Number

**Other:**

List any additional information, qualifications/experiences you feel are relevant to the desired position.

_____
_____
_____
_____
_____

**Employment/Military History:** List your last ten years employment beginning with the most recent employer, include military if applicable. Explain any gaps in employment history in the comments section below.

Employer	From		To		Immediate Supervisor	
Phone	Month	Year	Month	Year		
Street Address					Title	
City, State, Zip					Pay: at Hire	at Termination
Job Title					\$	\$
Reason for Leaving						
Description of Duties						
May we contact for reference?                      Yes                      No                      Later						

Employer	From		To		Immediate Supervisor	
Phone	Month	Year	Month	Year		
Street Address					Title	
City, State, Zip					Pay: at Hire	at Termination
Job Title					\$	\$
Reason for Leaving						
Description of Duties						
May we contact for reference?                      Yes                      No                      Later						

Employer	From		To		Immediate Supervisor	
Phone	Month	Year	Month	Year		
Street Address					Title	
City, State, Zip					Pay: at Hire	at Termination
Job Title					\$	\$
Reason for Leaving						
Description of Duties						
May we contact for reference?                      Yes                      No                      Later						

Employer	From		To		Immediate Supervisor	
Phone	Month	Year	Month	Year		
Street Address					Title	
City, State, Zip					Pay: at Hire	at Termination
Job Title					\$	\$
Reason for Leaving						
Description of Duties						
May we contact for reference?                      Yes                      No                      Later						

Comments (Including explanation of any gaps in employment)						
_____						
_____						
_____						

For all Applicants:

**I AGREE WITH AND UNDERTAND THAT:**

1. If driving is a requirement, my employment is subject to a satisfactory driving record.
2. Any misrepresentations provided on the application will be considered an act of dishonesty and sufficient reason for rejection of my application or termination of my employment.
3. AERO-METRIC, INC. and its subsidiaries or its agents may investigate my background through any investigative agencies or bureaus, any past employers, or other sources of the Company's choice to verify any and all information. I release the Company and persons named herein from all liability for any damages on account of furnishings such information and I waive any right I might have to be notified by previous employers as to there reference responsibilities.
4. I will furnish any additional work-related information and complete any work-related examinations that may be required to complete my employment application.
5. This application for employment in no way obligates the Company to employ me.
6. Either I or the Company may terminate my employment at any time with or without cause.
7. If hired, I will sign AERO-METRIC's standard employment agreement.
8. All company policies, procedures and documents related to conditions of employment are subject to modifications by the Company without notice and are not intended nor should they be construed as establishing an express or implied contract of employment.
9. I understand that successful completion of a drug screening test is required as a condition of employment. If hired, I would be subject to a drug test for probable cause. I release the Company and its agents from all claims and liabilities regarding such examinations or tests.
10. The Company complies with the Immigration Reform and Control Act of 1986 ("Act") under which the Company can hire only persons who are authorized to work in the United States. On my first day of employment, I will produce proof that I am authorized to work in the United States. If I cannot produce the required proof within the time allowed under the Act, the Company must terminate my employment.

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

- Note:
1. This application is active for two (2) months.
  2. Smoking is restricted/prohibited at various offices in compliance with state/federal laws, safety and health considerations and at the direction of office management.

AERO-METRIC, INC. is the corporate entity for offices located in Chilton and Sheboygan, Wisconsin; Anchorage, Alaska; Fort Collins, Colorado; Minneapolis, Minnesota; Dulles, Virginia and Seattle, Washington.

**It is the policy of AERO-METRIC, INC. (the Company) to provide equal opportunity for the employment and advancement of employees. It is the Company's policy to administer all employment and personnel actions without regard to race, creed, color, national origin, religion, gender, sexual orientation, age, disability, special disabled or Vietnam-era veteran status or any other legally protected status. The Company actively seeks the services of qualified minorities, females, disabled veterans, and Vietnam-era veterans.**

**Voluntary Affirmative Action Information**

Completion of information below is voluntary.

We consider applications for all positions without regard to race, creed, color, national origin, religion, gender, sexual orientation, age, disability, special disabled or Vietnam-era veteran status or any other legally protected status.

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

Mailing Address: \_\_\_\_\_  
Street or P.O. Box Apt. No. City State Zip Code

Telephone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

We comply with government regulations including Affirmative Action where they apply.

In an effort to comply with requirements regarding government record keeping, reporting and other legal obligations, we ask that you complete this application data survey.

Please be advised that your survey is *not* a part of your application for employment. It is considered confidential information that will not be used in any hiring decision.

Please check one of the following:

Sex: Male Female  
Race/Ethnic Background: Hispanic/Latino  
Black/African American  
White  
American Indian/Alaskan Native  
Native Hawaiian/Other Pacific Islander  
Asian

Special notes to Veterans, Vietnam-era Veterans, Disabled Veterans and individuals with physical or mental handicaps or disabilities:

Government contractors are subject to the Vietnam-era Veterans Readjustment Act of 1974 and the Rehabilitation Act of 1973 are required to take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam-era and qualified handicapped individuals.

You are invited to volunteer this information, if you qualify, to assist in proper placement and determining reasonable accommodation.

If you so wish to be identified, please check if any of the following are applicable:

Veteran Vietnam-era Veteran Disabled Veteran Handicapped

***To be completed by applicant – not for interview purposes – to be filed separately from application. This information is used to satisfy Affirmative Action requirements of Section 503 of the Rehabilitation Act or necessitated by another federal law or regulation.***