

PLANE DETAIL, LLC

54 Village Pointe Drive
Powell, OH 43065
(888) 734-1201 ~ Fax (614) 734-1258
www.planedetail.com

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

We consider applicants for positions without regard to race, color, religion, sex, national origin, age, marital status, veteran status, disability, or any other legally protected class.

Name: _____ S.S. # _____

Current Address _____ Phone (____) _____

City _____ State _____ Zip _____
Cell Phone/Other (____) _____

How long at current address? _____ E-mail Address: _____

Emergency Contact – Name _____ No. (____) _____

Indicate Position Desired: _____

Type of Employment Desired. Full-time Part-time Temporary

Do you have any restrictions on days or times that you are available to work? _____

Wage Expected \$ _____ per hour

Date Available for work _____

Please **READ AND COMPLETE** All Pages

Please Answer Each of The Following

How did you hear about the Company? Ad Agency Relative Walk-In Our Website
Employee _____ Other(specify) _____

Have you ever filed an application with the Company? Yes No
If Yes, when and for what position? _____

Have you ever been employed with the Company? Yes No
If Yes, please give dates: From _____/_____/_____ To _____/_____/_____

Do you have relatives/friends employed by the Company? Yes No
If Yes, please list _____

Do you have a high school diploma or GED? **Yes No**
Are you at least 18 years old? **Yes No**
Are you willing to relocate if necessary? **Yes No**
Will you travel if required? **Yes No**
Will you be able to attend all required training courses including weekends and/or nights if required (some travel may be required)? **Yes No**

Are you authorized to work indefinitely in the United States under the U.S. immigration law? On what basis? _____

NOTE: IF EMPLOYED, YOU MUST PRESENT PROOF THAT YOU ARE LEGALLY AUTHORIZED TO ACCEPT EMPLOYMENT IN THE U.S.

Previous or Current Employment

May we contact your present employer? Yes Not at this time Does not apply

Company Name: _____		Phone: (____) _____	
Address: _____			
Street	City	State	Zip
Person to Contact: _____		Reason for Leaving: _____	
(Dates of employment)			
Time period to verify: From _____/_____/_____		To _____/_____/_____	
Final Rate of Pay _____			
Work Performed: _____			
Comments: _____			

Company Name: _____		Phone: (____) _____	
Address: _____			
Street	City	State	Zip
Person to Contact: _____		Reason for Leaving: _____	
(Dates of employment)			
Time period to verify: From _____/_____/_____		To _____/_____/_____	
Final Rate of Pay _____			
Work Performed: _____			
Comments: _____			

Company Name: _____		Phone: (____) _____	
Address: _____			
Street	City	State	Zip
Person to Contact: _____		Reason for Leaving: _____	
(Dates of employment)			
Time period to verify: From _____/_____/_____		To _____/_____/_____	
Final Rate of Pay _____			
Work Performed: _____			
Comments: _____			

Company Name: _____		Phone: (____) _____	
Address: _____			
Street	City	State	Zip
Person to Contact: _____		Reason for Leaving: _____	
(Dates of employment)			
Time period to verify: From _____/_____/_____		To _____/_____/_____	
Final Rate of Pay _____			
Work Performed: _____			
Comments: _____			

Education	High School	College/University	Graduate/Professional
School Name			
Location			
Years Completed			

Specialized Training (including military and other relevant training)

Institution _____ Location _____ Program _____ From _____ To _____
 _____ From _____ To _____

Other Skills (Administrative)

Please List Skills: _____

Professional References

Name: _____ Phone (____) _____
 Street address: _____
 City/State/Zip: _____ Years Known: _____

Name: _____ Phone (____) _____
 Street address: _____
 City/State/Zip: _____ Years Known: _____

Name: _____ Phone (____) _____
 Street address: _____
 City/State/Zip: _____ Years Known: _____

I hereby certify that all of the statements and answers set forth on this application form (including any background questions) and/or my resume are true and complete to the best of my knowledge, and I understand that if subsequent to employment any such statements and/or answers are found false or that information has been omitted, such false statements or omissions may lead to the immediate termination of my employment.

 PRINT NAME

 SIGNATURE

 DATE

Former Residence Addresses (Past 7 Years)

From		To		Number and Street	City	State	Zip Code
Mo.	Yr.	Mo.	Yr.				

Disclosure of Criminal Convictions

PLEASE NOTE: A conviction does not automatically mean you cannot be employed. Factors such as your age at the time of conviction, how long ago it occurred, and what the conviction was for and the rehabilitation you received will be considered.

1. Do you have a current and valid driver's license? Yes No
 If "yes" driver's license no. _____ State _____ Expiration Date _____
2. Number of moving violations (including speeding tickets) within the last 10 years 0 1 2 3 3+
 Date(s) & location(s) issued _____
3. Has your driver's license been suspended or revoked within the last 10 years? If "yes" explain fully: _____
4. Have you been convicted of driving under the influence (DUI) or driving while intoxicated (DWI) within the last 10 years?
 . Yes or No If "yes" explain fully: _____
5. Have you been convicted or pled guilty to any crime (including misdemeanors and/or military offenses) in the last 10 years?
 .Yes or No If "yes" please indicate offense, date, city and state

6. Are you currently on parole, serving probation, pretrial diversion or deferred adjudication for any criminal offense in the last 10 years? Yes or No If "yes" please indicate offense, date, city and state

7. If, as a result of the Company staffing and selection process, you receive an offer of employment, it will be contingent upon successful completion of the background investigation. Please initial that you understand and agree to the above stipulation. _____

Print Name: _____
Last First Middle Initial

FAA Guidelines for Employment Verification

The following is information is required in order to consider you for employment with the Company

Verification of Identity

The individuals identity must be verified with two forms of identification. One form must include a photograph.

Employment History

Each applicant must provide 10 years of employment history. Information on the most recent 5 years of employment history must be verified using the Company Background form. The following provides some examples of acceptable items of verification.

1. Employment Verification Outside The Home: The candidate must provide:
 - a. Name of a contact person(s) must be a supervisor or a person responsible for employment issues who can verify employment dates of employment
 - b. Other acceptable items of verification:
 - i. A letter listing the hire and termination dates signed by the former employer on company letterhead mailed from the company (no hand carried items of verification may be accepted from the applicant)
 - ii. Copies of paycheck stubs
 - iii. Military Form DD-214 with dates corresponding to the dates the applicant listed on the application form
2. If You Are A Student: A Diploma is not sufficient documentation
 - a. Physical attendance at the school must be verified with the school. A phone number and or address of the Administration Office needs to be supplied; or
 - b. Original documentation such as transcripts, report cards, or other official records that indicate attendance is acceptable.
3. For Periods of Self-Employment: Need to provide a phone number and/or address of a person who has had direct face-to-face transaction/interaction with the applicant. Verification can be made with copies of business licenses or any business documentation
4. If A Former Employer(s) Is Out of Business: Pay stubs or a reference letter from a former officer of the company such as a personnel director or manager can be used to verify employment.
5. Foreign-Based Employers: Letters from these employers are acceptable: however, as mentioned above, the item of verification may not be accepted directly from the applicant, The letter must be addressed to Plane Detail to include the following:
 - a. Former employer's name
 - b. Beginning and ending employment datesNote: The letter needs to be in English. If the letter is not in English, it will need to be translated and signed by the translator.
6. Periods of Unemployment: Records, such as receipts for unemployment compensation and disability are acceptable documentation
 - a. Professional and community leaders can verify periods of unemployment as long as they are not relatives or personal friends. Letters (on organizational letterhead) from community leaders, clergy, or professionals (teachers, doctors, attorneys, etc.) are acceptable. This type of verification may be used for homemakers and retired persons. Such letters must be mailed directly to the employer and must be verified with the writer to ensure that the applicant was physically present.
7. Outside the United States: Activities outside the United States within the 5- year verification period must be verified. Verification needs to be made in writing or business letterhead by an individual who can verify face-to-face interaction.

New Hire Airport Identification Policy

Your employment is contingent upon your ability to obtain an Airport Identification Badge. While this process varies slightly from location to location, there are four steps that usually must be completed in order to obtain a badge. All necessary appointments will be made by Plane Detail's main office.

1. First, you must complete the BTi pre-employment screening process. BTi Employee Screening Services, Inc. is a consumer reporting agency that verifies each employee's past ten-years of work experience. Completing the BTi screening process requires new employees to fill out the ten (10) year employment history form included in this new hire paperwork, and then, within twenty-four (24) hours from the hire date, call the toll-free BTi phone number to complete the employee screening process. This interview will last approximately fifteen (15) minutes. More information regarding this step is included in this packet.
2. Next, you must be fingerprinted. This process varies from location to location. At some locations new employees will have to make an appointment in order to be fingerprinted, while other locations employees will be able to be fingerprinted without an appointment. If an appointment is required, the main office will make the appointment and notify you of the date and time you must attend. If the fingerprinting is not completed within two (2) weeks from the date of hire, disciplinary action up to and including termination of employment may be taken.
3. New employees will most likely be required to complete the SIDA class as well. Once again, this process varies from location to location. The main office will coordinate with the airport in order to schedule the class and will notify you of the time at which you must attend. Once an appointment is made for you, it is critical you attend the class at the scheduled time. If you miss a scheduled SIDA class appointment, disciplinary action up to and including termination of employment may be taken.
4. Once the above steps are completed, you must pick up your ID badge. At some locations, the ID badge will be available upon completion of the SIDA class, where other locations require a number of days after completion of the SIDA class and fingerprinting to process the ID badge. Once the ID badge is available, you must pick it up within two business days or disciplinary action up to and including termination may be taken.

By signing below, I acknowledge the importance of obtaining an Airport Identification Badge, and that my employment is contingent upon obtaining the Identification Badge.

Print your name _____

Signature _____ Date _____

NOTICE TO PLANE DETAIL APPLICANTS/EMPLOYEES REGARDING CONSUMER REPORTS

A consumer report and/or an investigative consumer report including information concerning your character, employment history, general reputation, personal characteristics, police record, education, qualifications, motor vehicle record, mode of living, and/or credit and indebtedness may be obtained in connection with your application process or during your employment with Plane Detail. Upon timely written request to the Human Resources Department, Plane Detail will furnish you with a complete and accurate disclosure of the nature and scope of any investigative consumer report requested.

Before any adverse action is taken, based in whole or in part on the information contained in the consumer report, you will be provided a copy of the report; the name, address, and telephone number of the reporting agency; a summary of your rights under the Fair Credit Reporting Act; as well as any additional information on your rights under the law.

Print your name _____

Signature _____ Date _____

PLANE DETAIL AUTHORIZATION FORM FOR CONSUMER REPORTS

In connection with my application for employment with Plane Detail ("Plane Detail, LLC"), I understand that consumer reports or investigative consumer reports may be requested or made on me; including, but not limited to, consumer credit, criminal records, driving record, education, prior employer verification, workers compensation claims and others. These reports will include experience information along with reasons for termination of past employment. Further, I understand that information from various Federal, State, local and other agencies, which contain my past activities, including any criminal activities, will be requested.

By signing below, I hereby authorize without reservation, Plane Detail or any party or agency contacted by Plane Detail to furnish, compile or collect any of the above-mentioned information. I further authorize ongoing procurement of the above-mentioned reports at any time during my employment.

I hereby authorize and request, without reservation, any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agencies, or other persons or agencies having knowledge about me to disclose orally, electronically, and in writing to Plane Detail or its agents any and all background information in their possession regarding me, in order that my employment qualifications may be evaluated.

I release all concerned from any liability in connection with any information they give and any decisions made concerning my employment based on such information. I understand that any offer of employment from, or continued employment with Plane Detail is contingent upon successful completion of the initial and ongoing background investigations.

I hereby certify that all of the statements and answers set forth on the application for employment, my resume or any other form submitted in connection with my employment (including any background questions) are true and complete to the best of my knowledge, and I understand that if subsequent to employment any such statements and/or answers are found false, misleading or that information has been omitted, such false/misleading statements or omissions may lead to the immediate termination of my employment.

Print your name _____

Signature Date _____

SSN _____