

HOUSTON EXECUTIVE AIRPORT SERVICES, LLC

Houston Executive Airport
(An Equal Opportunity Employer)

Date: _____

APPLICATION FOR EMPLOYMENT

HOUSTON EXECUTIVE AIRPORT SERVICES, LLC (hereafter referred to as Houston Executive Airport) is an Equal Employment Opportunity Employer and does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristics protected by law.

I acknowledge that Houston Executive Airport is an "at will" employer, that this application does not constitute a job offer and that the employment relationship can only be modified by written agreement signed by both the employee and an authorized officer of this company.

I understand that a background check, credit check and drug test will be performed and that any job offer I may receive will be contingent upon my successfully completing these checks. I hereby give my permission for these checks to be performed.

Applicants with a disability that interferes with participation in the application process should alert the HOUSTON EXECUTIVE AIRPORT SERVICES, LLC Human Resource Department for assistance at (281 945-5403) or 1900 Cardiff Rd., Brookshire, TX 77423.

(If additional space is needed to answer any questions or to explain any answer, additional space is provided at the end of this form.)
Version 03-2006.

PERSONAL INFORMATION

NAME _____ SOCIAL SECURITY # _____
Last First Middle

Have you ever used any different name(s) which should be considered in conjunction with any check we may perform on your past employment and education histories? Yes ___ No ___

PRESENT ADDRESS _____
Street City State Zip

PERMANENT ADDRESS _____
Street City State Zip

TELEPHONE NUMBER _____ ARE YOU 18 YEARS OR OLDER? Yes ___ No ___

ARE YOU A US CITIZEN? Yes ___ No ___

If "No", if hired, can you provide proof to show you are currently legally authorized to work in the US?
Yes ___ No ___

EMPLOYMENT DESIRED

POSITION _____ DATE AVAILABLE _____ SALARY DESIRED _____

Are you employed now? Yes ___ No ___ May we contact your present employer? Yes ___ No ___

If "Yes", name and position of current supervisor: (Optional) _____

Have you ever applied with Houston Executive Airport before? Yes ___ No ___
Where? _____ When? _____

REFERRED BY: _____

EMPLOYMENT RECORD (list below your three most recent employers, starting with your current or most recent employer)

MONTH/YEAR	NAME/ADDRESS OF EMPLOYER	LAST SALARY	POSITION & DUTIES	REASON FOR LEAVING
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From _____
To _____

From _____
To _____

From _____
To _____

WHICH OF THESE JOBS DID YOU LIKE BEST? _____

WHAT DID YOU LIKE THE MOST ABOUT THIS JOB? _____

ATTENDANCE: Houston Executive Airport is engaged in a customer service oriented business. It, thus, relies on its employees to be prompt and dependable in their attendance at work.

HOW WOULD YOU DESCRIBE YOUR ATTENDANCE WITH YOUR LAST THREE EMPLOYERS?
(Provide information as to your latest three employers starting your most recent.)

	Excellent	Good	Average	Below Average	Poor
Most Recent Job _____					
Job No. 2 _____					
Job No.3 _____					

EDUCATION

	NAME/LOCATION	YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
High School	_____			
College	_____			
Trade or Technical	_____			
Other	_____			

GENERAL

SUBJECTS OR SPECIAL STUDY OR RESEARCH WORK RELATING TO PAST EMPLOYMENT OR POSITION APPLIED FOR:

SPECIAL SKILLS, JOB RELATED SKILLS OR TRAINING:

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PROFESSIONAL OR BUSINESS RELATED ACTIVITIES (You may exclude organizations, the name of which indicates the race, color, religion, sex, national origin, age, disability or union affiliation of its members.)

US MILITARY
OR NAVAL SERVICE

RANK

PRESENT MEMBERSHIP IN
NATIONAL GUARD OR RESERVES

REFERENCES

GIVE THE NAMES OF THREE PERSONS (NOT RELATED TO YOU) WHO HAVE KNOWN YOU AT LEAST ONE YEAR AND WHO COULD PROVIDE CHARACTER AND/OR PROFESSIONAL REFERENCES FOR YOU.

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED
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1. _____

2. _____

3. _____

MISCELLANEOUS BACKGROUND INFORMATION

HAVE YOU EVER BEEN CONVICTED OF A FELONY? Yes ___ No ___

If "Yes", state approximate date of conviction, crime(s) of which convicted, Court of Conviction (e.g. State of _____, or Federal Court in State of _____) and punishment imposed. A "Yes" answer is not necessarily an automatic bar to employment:

IN THE LAST TEN YEARS, HAVE YOU COMMITTED OR THREATENED TO COMMIT AN ACT OF VIOLENCE AGAINST ANY FELLOW EMPLOYEE? Yes ___ No ___

If "Yes", please explain: _____

ADDITIONAL ANSWERS TO EXPLANATIONS

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"I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I FURTHER ACKNOWLEDGE THAT IF I AM EMPLOYED BY THE EMPLOYER, MY EMPLOYMENT WILL BE AT-WILL, AND MAY BE TERMINATED WITH OR WITHOUT CAUSE AT ANY TIME BY ME OR BY THE EMPLOYER.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, AND RELEASE ALL PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING THE SAME TO YOU.

I UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT PRIOR NOTICE AND WITHOUT CAUSE."

DATE: _____ SIGNATURE: _____
