

# APPLICATION FOR EMPLOYMENT

It is the policy of Leading Edge Aerospace to provide equal employment opportunities to all persons and not to discriminate in its hiring or employment practices on the basis of race, color, religion, sex, national origin, age, physical or mental disability, veteran or military service status, genetic information, or any other status protected by federal, state, or local law.

<b>Last Name</b>	<b>First Name</b>	<b>Middle Initial</b>	<b>Date</b>
<b>Street Address</b>			<b>Phone Number (With Area Code)</b>
<b>City, State, ZIP Code</b>			<b>Cell Phone Number (With Area Code)</b>
<b>Position Applying For</b>			<b>Social Security Number</b>

## GENERAL INFORMATION

Are you related to anyone at Leading Edge Aerospace?	YES	NO
If yes, please provide the name of your relative, and how you are related.		
If hired, can you present proof of your identity and legal authorization to work in the United States?	YES	NO
Are you 18 years of age or older?	YES	NO
If no, How old are you?		
Have you previously submitted an employment application to Leading Edge Aerospace?	YES	NO
If Yes, when and for what position?		
Are you available to work:	P/T	F/T
If the job requires, can you travel?	YES	NO
Do you have a valid driver's license?	YES	NO

## EMPLOYMENT DESIRED

Position desired		Date you can start		Salary desired	
Can you perform the essential functions of the position that you seek with or without reasonable accommodations?					

**CRIMINAL RECORDS/SEALED RECORDS**

Have you pleaded “guilty” or “no contest” to or been convicted of a misdemeanor (other than a minor traffic violation) or felony?	YES	NO
If “yes,” please state the nature of the crime(s), when and where convicted, the disposition of the case, and any other relevant information you wish us to consider.		

**FOR MOST POSITIONS AT THE COMPANY, A CONVICTION OF AN OFFENSE WILL NOT AUTOMATICALLY DISQUALIFY AN APPLICANT FOR EMPLOYMENT. TO THE EXTENT POSSIBLE, THE COMPANY WILL UNDERTAKE AN INDIVIDUALIZED ASSESSMENT OF THE NATURE, DATE, CIRCUMSTANCES, AND RELEVANCE OF THE OFFENSE TO THE POSITION APPLIED FOR.**

**EDUCATION**

	Name and Location	Program Studied/Areas of Concentration	Number of Years Completed	Degree or Diploma
High School				
College/ University				
Graduate School				
Vocational/ Technical				
Other				

<b>Summarize skills and qualifications that will be of special benefit in the job for which you are applying.</b>

**EMPLOYMENT**

Please give accurate, complete full-time and part-time employment information for your last four employers. You may include volunteer positions if you wish. Start with present or most recent employer.

1	Company Name	Phone (including area code)
	Address	Employed (Month/Year) From _____ To _____
	Name of Supervisor	Weekly or Annual Pay Start _____ Last _____
	Job Title and Job Description	Reason for Leaving

2	Company Name	Phone (including area code)
	Address	Employed (Month/Year) From _____ To _____
	Name of Supervisor	Weekly or Annual Pay Start _____ Last _____
	Job Title and Job Description	Reason for Leaving

3	Company Name	Phone (including area code)
	Address	Employed (Month/Year) From _____ To _____
	Name of Supervisor	Weekly or Annual Pay Start _____ Last _____
	Job Title and Job Description	Reason for Leaving

We may contact the employers listed above unless you indicate otherwise below.	
<u>DO NOT CONTACT EMPLOYER # (s)</u>	
Reason	
Please indicate any other name that you have used that would be needed to confirm your employment history.	

**REFERENCES**

List any other references whom we may contact (employment and school references preferred).

Name	Years Known	How Acquainted	Address/Telephone Number

It is unlawful in certain states, including Kansas, to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

## APPLICATION RETENTION POLICY

This application is only for a specific position. Please contact the Human Resources office to obtain an application for another position opening.

### Agreement

I certify that the information given by me herein is true, accurate, and complete to the best of my knowledge.

I understand that, as part of Leading Edge Aerospace employment procedure, a routine inquiry may be made that will provide applicable information concerning my employment history, performance, and character.

I hereby authorize Leading Edge Aerospace and/or its agents to thoroughly investigate my references, work record, education, and other matters related to my suitability for employment for the purpose of confirming the information contained on my application and/or obtaining other information that may be material to my qualifications for employment.

I release from all liability all persons, companies, and corporations supplying such information, and I also release Leading Edge Aerospace and any of its representatives from any liability as a result of any inquiries made by Leading Edge Aerospace while conducting this investigation. I understand any false answers or statements or implications made by me in the application, in any interview, or in other documents shall be considered sufficient cause for denial of employment or termination of employment if I should be employed by Leading Edge Aerospace. I further understand that my employment with Leading Edge Aerospace is subject to the satisfactory completion of this investigation.

Additionally, I understand that nothing contained in this employment application or in the granting of an interview or in the conduct of such investigation is intended to create an employment contract between Leading Edge Aerospace and myself, either for employment or for the providing of any benefit. No promises or representations regarding employment have been made to me, and I understand no such promise, representation, or guarantee, whenever made, whether written or oral, is binding upon Leading Edge Aerospace unless made in writing by the Human Resources Manager of Leading Edge Aerospace. If an employment relationship is established, I understand that employment with Leading Edge Aerospace is "at will" and if hired, I acknowledge that I have the right to terminate employment, with or without advance notice, for any reason at all, at any time and that Leading Edge Aerospace retains the same right.

If employed, I agree to sign Leading Edge Aerospace Employee Handbook, which outlines the Leading Edge Aerospace policies and procedures for its employees. In addition, if employed, I agree to sign Leading Edge Aerospace Employee Non-Disclosure Agreement, in which I agree to protect and not divulge any confidential information I have gained through employment with Leading Edge Aerospace (This agreement also sets forth the conditions under which Leading Edge Aerospace is assigned the entire right, title, and interest of certain inventions or ideas, including computer programs, developed while in Leading Edge Aerospace employ).

If offered employment with Leading Edge Aerospace, I understand that my employment is contingent upon the presentation of documents establishing my identity and eligibility to work in the United States.

I also understand that, if employed, I will be required to abide by all rules and regulations of Leading Edge Aerospace and to complete satisfactorily a probationary period of employment during which I will not be eligible for certain benefits.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Interviewed By

\_\_\_\_\_  
Date