

Heritage Aviation Inc.

*An Equal Opportunity Employer
Application for Employment*

228 Aviation Avenue
So. Burlington, VT 05403

All applications will remain active for one year from the date of application. (Attach additional sheets if more room is needed.)

Thank you for applying for a position with Heritage Aviation, Inc. In order to assist us in evaluating your qualifications, we have asked for specific personal information in this application. Omission or falsification of information on this application shall be considered sufficient cause for dismissal from or refusal of employment.

It is the policy of Heritage Aviation, Inc. to conform to the laws of the United States and the several states in which it operates and not to discriminate against applicants or employees with regard to their race, age, color, religion, national origin, sex, sexual orientation, military service, or disability, or any other category protected by law. (Requests for accommodation during the application and interview process should be made in advance and addressed to the HR Department at 802-863-3626)

(PLEASE PRINT IN INK OR TYPE)

Last Name _____ First _____ Middle _____
Present Address _____ City _____ State _____ Zip _____
Phone Number (____) _____ Social Security Number _____
Email Address: _____ Place of Birth: _____

PERSON TO CONTACT IN CASE OF AN EMERGENCY

Name and Address _____ Phone Number (____) _____

Position Desired: _____ Minimum Salary Acceptable: _____

Can you perform the essential functions of the job for which you are applying? _____

Is an accommodation necessary to perform the essential functions of the job for which you are applying? _____

Location Desired: _____ Will you relocate? _____

How much notice is required before you accept employment? _____

Will you work shifts? _____ Overtime? _____ Part-time? _____ Temporary? _____

Have you ever attended an information session or had an individual interview with Heritage Aviation, Inc.

If yes, give date(s), _____ location(s) _____ and position(s) _____

Do you have a valid driver's license? _____ State _____ Number _____

Are you authorized to work in the U.S.? _____

Do you have any aliases? ___ Yes ___ No ___ If yes, what are they? _____

Do you have any relatives working for
Heritage Aviation, Inc.? _____

Location(s) _____ Relationship(s) _____

MECHANIC:

A & P License Number: _____

FCC/First Class

Radio License Number: _____

Total Years of Experience: Line Maintenance _____ Instrument Repair _____ Welding (type) _____
Aircraft Overhaul _____ Avionics _____ Manufacturing _____
Powerplant Overhaul _____ Electrical _____ Other _____
Flight Controls _____ Sheetmetal _____

Types of Aircraft and Airframe _____

Can you understand and work with blueprints/circuit diagrams? _____

Do you have your own set of tools? _____ Value? _____

OTHER SPECIAL SKILLS:

Typing Speed: _____ WPM

Types of computer software used: _____ Types of computer hardware used: _____

Other Skills: _____

CERTIFICATION AND AGREEMENT FOR A BACKGROUND SECURITY/DRUG & ALCOHOL CHECK AND RELEASE

I certify that all information given on this application is true and correct. I also certify that I have accounted for all of my work experience and training on this application. I understand that any misstatements or omissions on this application will result in a decision not to hire me, or to discharge me if discovered after I am hired.

It is my understanding that Heritage Aviation, Inc. will make a thorough investigation of my entire work and personal history to include my driving record and any FAA licenses, and may verify all data given in my application for employment, related papers or oral interviews. Additionally, I understand that by FAA regulation my fingerprints must be taken and submitted for an official criminal history check. I further understand that Heritage Aviation, Inc. may obtain the results of any drug tests or alcohol tests conducted at previous and/or present employers under terms and conditions of the DOT/FAA Alcohol Misuse Prevention and Anti-Drug Program(s). This release of information includes but is not limited to:

1. Results of all drug and alcohol test taken by me under the auspices of the Federal Aviation Administration (FAA) antidrug and alcohol misuse prevention program regulations;
2. Records documenting a refusal to submit to required random, reasonable cause/suspicion, post-accident, or follow-up drug or alcohol testing;
3. Records of any determination that I engaged in alcohol misuse in violations of FAA regulations.
4. Records pertaining to any substance abuse professional evaluations conducted and rehabilitation undertaken by me following a violation of FAA regulations.

I authorize such investigation and the giving and receiving of any information requested by Heritage Aviation, Inc., or its agents and I release from liability any person giving or receiving any such information, or arising out of contacting third parties for such information. I understand that omission or falsification of data given or other derogatory information discovered as a result of this investigation will prevent my being hired, or if hired, will subject me to immediate dismissal. I specifically authorize the release of such information to Heritage Aviation, Inc. may disclose this release to third parties contacted for information.

I understand that I may be required to pass a test designed to detect the illegal use of drugs. I understand that failure to take or to pass this test will preclude my employment with Heritage Aviation, Inc. I further understand that I may be required to submit to drug and alcohol breath testing during my employment with Heritage Aviation, Inc.

I understand that I may be required to complete a medical inquiry form, which will enable Heritage Aviation, Inc. to assess my medical history consistent with law and only after I have received a conditional offer of employment. I also understand that it may be necessary to assist Heritage Aviation, Inc. in this assessment by providing access to my medical records. I further understand that I may be required to submit to a physical examination to determine my fitness to perform the essential functions of the position, for which I am applying within Heritage Aviation, Inc. after I have received a conditional offer of employment.

I understand that Heritage Aviation, Inc. has terms and conditions regarding the employment of relatives of current Heritage Aviation, Inc. employees. I understand that having a relative with Heritage Aviation, Inc. may affect a transfer or promotion opportunity for my relative or me in the future. I understand that I am solely responsible for compliance with this rule. I have identified all of my relatives currently working at Heritage Aviation, Inc. I understand that failure to identify these relatives or failure to abide by these terms and conditions may result in disciplinary action against me up to and including dismissal.

I agree that if I am employed by Heritage Aviation, Inc., all copyrightable materials, inventions, trademarks, service marks, promotional ideas, processes or products, whether or not patentable, related to Heritage Aviation, Inc. or to my employment, conceived or developed by me, will be the property of Heritage Aviation, Inc. without further compensation above my salary/pay rate; provided, however, that for any ideas submitted in connection with a Company sponsored suggestion program, I will receive compensation consistent with the terms and conditions of said program. By accepting employment with Heritage Aviation, Inc. I agree to disclose any such invention or materials. I understand that I may be required to sign an employee assignment agreement relating to any such inventions as of the date of hire. I understand that during the term of any employment with Heritage Aviation, Inc. I may acquire confidential information about the company and its employees. I agree to keep such information confidential during and after my employment with Heritage Aviation, Inc. I understand that if hired by Heritage Aviation, Inc. I may be required to sign a confidentiality agreement as of the date of hire.

I understand that if I am employed, such employment is for an indefinite period of time and that Heritage Aviation, Inc. can change wages, benefits and conditions at any time; I am and will remain during any job tenure at Heritage Aviation, Inc. an At Will Employee. As an At Will employee, my job status may be terminated by me or Heritage Aviation, Inc. at any time for any reason or no reason.

I further understand that this is an application for employment and that no employment contract is being offered.

I understand that if I am offered employment, Heritage Aviation, Inc. will require me to produce certain documents within three business days of my hire date in order to comply with the Immigration Reform and Control Act of 1986. I further understand that any offer of employment is contingent upon providing the appropriate documents.

In the past two years, have you 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, safety-sensitive transportation work covered by DOT agency drug and alcohol testing rules?

Circle: Yes No

I have read and understand the above. I execute this application voluntarily and with full knowledge of its significance.

Date: _____ Signature: _____

HERITAGE AVIATION, INC.

THIS IS A DRUG FREE WORKPLACE

PERSONS APPLYING FOR ANY SAFETY SENSITIVE POSITIONS ARE REQUIRED BY FEDERAL AVIATION REGULATIONS TO BE PRE-EMPLOYMENT DRUG TESTED FOR: MARIJUANA, COCAINE, OPIATES, PHENCYCLIDINE (PCP), AMPHETANMINES OR A METOBLITE OF THOSE DRUGS.

APPLICANTS MUST RECEIVE A VERIFIED NEGATIVE DRUG TEST RESULT PRIOR TO EMPLOYMENT IN ORDER TO PERFORM IN ANY OF THE FOLLOWING FUNCTIONS:

FLIGHT CREWMEMBER DUTIES

FLIGHT ATTENDANT DUTIES

AIRCRAFT DISPATCHER DUTIES

AIRCRAFT MAINTENANCE OR PREVENTATIVE MAINTENANCE DUTIES

GROUND SECURITY COORDINATOR DUTIES

AVIATION SCREENING DUTIES

AIR TRAFFIC CONTROL DUTIES

