



APPLICATION FOR EMPLOYMENT WITH HOUSTON AIRCRAFT INSTRUMENTS, INC.

2519 PARK AVENUE * PEARLAND, TEXAS 77581 * 281-412-5757 * FAX 281-412-5755

(PRE-EMPLOYMENT QUESTIONNAIRE) * (AN EQUAL OPPORTUNITY EMPLOYER)

PERSONAL INFORMATION

Date: _____

NAME
 LAST FIRST MIDDLE SOCIAL SECURITY NUMBER

PRESENT ADDRESS
 STREET CITY STATE ZIP

PERMANENT ADDRESS
 (IF DIFFERENT) STREET CITY STATE ZIP

PHONE NO. ARE YOU 18 YEARS OR OLDER? YES NO

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE U.S.A.? YES NO (If yes, verification will be required.)

EMPLOYMENT DESIRED

POSITION: DATE YOU CAN START: SALARY DESIRED \$

ARE YOU EMPLOYED NOW? IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?

EVER APPLIED TO THIS COMPANY BEFORE? YES NO IF YES, When:

REFERRED BY:

EDUCATION	NAME AND LOCATION OF SCHOOL	DID YOU GRADUATE?	YEARS	SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE				
TRADE OR BUSINESS SCHOOL				
OTHER				

SUBJECTS OF SPECIAL STUDY OR RESEARCH

SPECIAL WORK SKILLS

ACTIVITIES: (CIVIC, ATHLETIC, HOBBY, ETC.)
 Exclude organizations, the name of which indicates the race, creed, sex, age, marital status, color or nation of origin of its members.

U.S. MILITARY SERVICE RANK PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES

THE DOT/FAA REQUIRE PEOPLE WORKING IN A SAFETY-SENSITIVE POSITION TO TAKE A DRUG TEST PRIOR TO WORKING AT HOUSTON AIRCRAFT INSTRUMENTS, INC. (HAI) AND ARE REQUIRED TO TAKE RANDOM DRUG AND ALCOHOL TESTING DURING THEIR TIME OF EMPLOYMENT. HAI'S COMPANY POLICY ALSO REQUIRES PRE-EMPLOYMENT AND RANDOM DRUG AND ALCOHOL TESTING.

ARE YOU AGREEABLE TO TAKE THE DRUG AND ALCOHOL TEST? YES NO

SIGNATURE

TODAY'S DATE

CRIMINAL HISTORY:

HAVE YOU EVER BEEN CONVICTED OF, OR HAVE YOU PLED GUILTY OR NO CONTEST TO, A CRIME? YES NO

(This includes felonies and misdemeanors. Exclude offenses that have been sealed, expunged, or legally eradicated.)

IF YES, PLEASE BRIEFLY DESCRIBE THE NATURE OF THE CRIME(S), THE DATE AND PLACE OF CONVICTION AND THE LEGAL DISPOSITION OF THE CASE. HAI WILL NOT DENY EMPLOYMENT TO ANY APPLICANT SOLELY BECAUSE THE PERSON HAS BEEN CONVICTED OF A CRIME. HAI HOWEVER, MAY CONSIDER THE NATURE, DATE, AND CIRCUMSTANCES OF THE OFFENSE AS WELL AS WHETHER THE OFFENSE IS RELEVANT TO THE DUTIES OF THE POSITION APPLIED FOR.

IF HIRED, A CRIMINAL BACKGROUND CHECK WILL BE PERFORMED.

FORMER EMPLOYERS (BEGINNING WITH THE MOST RECENT) IF HIRED, A FULL EMPLOYMENT HISTORY IS REQUIRED.

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				

WHICH OF THESE JOBS DID YOU LIKE BEST?

WHAT DID YOU LIKE MOST ABOUT THIS JOB?

REFERENCES: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST FIVE YEARS.

NAME	PHONE NUMBER	BUSINESS/RELATIONSHIP	YEARS ACQUAINTED
1)			
2)			
3)			

I CERTIFY THAT I HAVE FULLY AND ACCURATELY ANSWERED ALL QUESTIONS AND HAVE GIVEN ALL INFORMATION REQUIRED IN THIS APPLICATION FOR EMPLOYMENT, AND I UNDERSTAND THAT ANY WRONG OR INCOMPLETE INFORMATION ON THE FORM MAY DISQUALIFY ME FOR FURTHER CONSIDERATION FOR EMPLOYMENT OR, IF DISCOVERED AFTER I AM HIRED, MAY BE GROUNDS FOR MY IMMEDIATE DISMISSAL.

I UNDERSTAND THAT ALL SUCH INFORMATION IS SUBJECT TO VERIFICATION BY HOUSTON AIRCRAFT INSTRUMENTS, INC. (HAI), AND HEREBY GIVE MY CONSENT TO HAI TO INVESTIGATE MY BACKGROUND AND QUALIFICATIONS USING ANY MEANS, SOURCES, AND OUTSIDE INVESTIGATORS AT ITS DISPOSAL. I RELEASE ALL PARTIES, INCLUDING PREVIOUS EMPLOYERS AND ANY REFERENCES, FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING INFORMATION TO HAI.

IF HIRED, I WILL BE REQUIRED TO COMPLETE AND PASS A FULL BACKGROUND CHECK AND COMPLETE THE COMPANY NEW HIRE ORIENTATION TO THE SATISFACTION OF HOUSTON AIRCRAFT INSTRUMENTS, INC. (HAI).

I AGREE TO UNDERGO ANY TYPE OF DRUG AND/OR ALCOHOL TESTING THAT HAI MAY REQUIRE AT ANY TIME.

FINALLY, I UNDERSTAND THAT SUBMISSION OF THIS APPLICATION DOES NOT NECESSARILY MEAN THAT I WILL BE HIRED, AND THAT IF I AM HIRED, MY EMPLOYMENT WILL BE AT WILL, AND EITHER I OR HAI MAY TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT NOTICE OR REASON.

DATE _____ SIGNATURE _____

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY: _____ **DATE:** _____

REMARKS: _____

NEATNESS: _____ **ABILITY:** _____

HIRED: YES NO **POSITION:** _____

SALARY / WAGE: _____ **DATE REPORTING TO WORK:** _____

APPROVED: 1) _____ 2) _____
PRESIDENT VICE-PRESIDENT