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| Ship on site IS AN EQUAL OPPORTUNITY EMPLOYER. IT IS OUR POLICY THAT ALL APPLICANTS BE CONSIDERED SOLELY ON THE BASIS OF QUALIFICATIONS AND ABILITY. WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, SEXUAL ORIENTATION, AGE, NATIONAL ORIGIN, DISABILITY OR VETERAN STATUS. ALL INFORMATION GIVEN WILL BE HELD IN STRICT CONFIDENCE. |
|  |
| FULL NAME |  |  DATE |
|  |  |  |  |
| STREET ADDRESS  |  |   | YEARS AT THIS ADDRESS  |  |
|  |  |   |   |   |
| CITY | STATE |  ZIP | TEL. NO. ( ) |   |
|   |   |   |  |  |
| EMAILLIST PRIOR ADDRESSES OVER PAST 5 YEARS |   |   |  SSN - -  |  HOW LONG  |
| 1.) 2.) 3.) |   |   |  |  |  |
|   |   |   |   |   |
| HAVE YOU BEEN EMPLOYED PREVIOUSLY IN THE PACKAGE/SHIPPING/FINGERPRINTING INDUSTRY |  YES - NO |
| IF YES, WHEN AND WHERE |  |   |
| DO YOU HAVE THE LEGAL RIGHT TO WORK PERMANENTLY IN THE U.S.?  |  YES - NO  |
| IF NO, EXPLAIN |  |  |
|  |  |  |
| HAVE YOU EVER BEEN  |   | IF YES,  |   |
| CONVICTED OF A CRIME?  | YES NO  | EXPLAIN  |   |
|   |   |   |   |   |
| TYPE OF POSITION/FUNCTION DESIRED: |   |   |
| HOURS AVAILABLE TO WORK : |  |  |
|   |   |   |   |   |
| **EDUCATION** |
| \*EDUCATION | NAME AND LOCATION  |  DATES ATTENDED |  SUBJECTS STUDIED |  YEARS COMPLETED | CREDIT HRS COMPLETED | GRADUATE? YES / NO | DEGREE RECEIVED  | CLASS RANKING  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| HIGH SCHOOL |  |  |  | 1 2 3 4  |  |  |  |  |   Top 10% Top 25%  Top 50% |
|  |  |  |  |  |  |  |  |  |  Bottom 50%  |
| COLLEGE |  |  |  |  1 2 3 4 5 |  |  |  |  |   Top 10%  |
|  |  |  |  |  |  |  |  |  |  Top 25%  |
|  |  |  |  |  |  |  |  |  |  Top 50%  |
|  |  |  |  |  |  |  |  |  |  Bottom 50%  |
| GRAD SCHOOL |  |  |  |  1 2 3 4 5 |  |  |  |  |   Top 10%  |
|  |  |  |  |  |  |  |  |  |  Top 25%  |
|  |  |  |  |  |  |  |  |  |  Top 50%  |
|  |  |  |  |  |  |  |  |  Bottom 50%  |
| HOW WERE COLLEGE TUITION AND LIVING EXPENSES FINANCED?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ADDITIONAL COURSES OR GRADUATE STUDIES\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| EXTRACURRICULAR ACTIVITIES AND HONORS (DO NOT INCLUDE RACIAL, RELIGIOUS, OR NATIONALITY GROUPS) |
| IN HIGH  |  |
| SCHOOL : | IN COLLEGE:  |
|   |
| OFFICES  | OFFICES  |
| HELD : | HELD: |
|   |

|  |
| --- |
| **WORK EXPERIENCE**( PRESENT POSITION ) |

|  |  |  |
| --- | --- | --- |
| COMPANY NAME  |  TYPE OF BUSINESS:  |  |
| ADDRESS  |  CITY |  STATE |  ZIP | PHONE ( ) |
|  |   |   |   |   |  |
| IMMEDIATE SUPERVISOR  |  | TITLE | PHONE ( ) |
|   |   |   |   |   |  |
|  |  |  SALARY |   |  |
|  | DATE |  HOURLY |  ANNUALLY |  TITLE |  DEPARTMENT |
| STARTING  |   |   |   |   |  |
| FINAL/PRESENT  |   |   |   |   |  |
|  |
| EXPLAIN IN DETAIL PRESENT DUTIES: |
|   |
| WHAT DO YOU MOST ENJOY? |
|   |
|  IF LEAVING PRESENT JOB, EXPLAIN: |
| WORK EXPERIENCE(PRIOR POSITIONS) |
| COMPANY NAME  | TYPE OF BUSINESS:  |  |
| ADDRESS  | CITY | STATE | ZIP | PHONE ( ) |
|   |   |   |   |  |
| IMMEDIATE SUPERVISOR  |  | TITLE | PHONE ( ) |
|   |   |   |   |  |
|  |  |  SALARY |  |  |
|  |  DATE |  MONTHLY |  ANNUALLY |  TITLE |  DEPARTMENT |
| STARTING  |   |   |   |   |  |
| FINAL  |   |   |   |   |  |
|  |
|   |
|  DUTIES: |
|  |   |
|   |
| WHAT DO YOU MOST ENJOY?  |
|  |
| WHAT DID YOU LEAST ENJOY?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_WHY DID YOU LEAVE? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ACCOUNT FOR YOUR TIME DURING ANY INTERVALS OF UNEMPLOYMENT OTHER THAN THOSE WHEN YOU WERE ATTENDING SCHOOL OR IN SERVICE |
| DATES  | EXPLAIN  |   |   |   |   |
| MO AND YR  |   |   |   |   |
| FROM  |   |   |   |   |   |
| SUMMARY OF RETAIL/COUNTER OR SALES EXPERIENCE |
| YEARS OF  |   |
| EXPERIENCE  |  |
| EQUIPMENT  |  |
| SOFTWARE |
|   |
| COMPUTING SKILLS |
| YEARS OF  |  |
| EXPERIENCE  | OPERATING SYSTEMS |
| LANGUAGES AND SKILL LEVEL (HEAVY, MEDIUM, LIGHT) AND INDICATE CURRENT USE  |
| SOFTWARE |
| ACTIVITIES |

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| --- |
| INDICATE MEMBERSHIP, DEGREES OF PARTICIPATION, AND OFFICES HELD SINCE LEAVING SCHOOL IN CIVIC, PROFESSIONAL, SOCIAL, ATHLETIC OR OTHER ORGANIZATION OR ACTIVITIES, EXCEPT THOSE ORGANIZATIONS THE NAME OR CHARACTER OF WHICH MAY INDICATE YOUR RACE, COLOR CREED, RELIGION OR NATIONAL ORIGIN.  |
|   |
|   |
|  |
| CURRENT HOBBIES AND RECREATIONAL ACTIVITIES: |
|  |
| IN WHAT ADDITIONAL ACTIVITIES WOULD YOU LIKE TO ENGAGE?  |
|   |
| U.S. MILITARY RECORD |

|  |  |  |
| --- | --- | --- |
| PRESENT SELECTIVE  | PRESENT RESERVE STATUS  | RESERVE BRANCH PRESENT RANK: |
|  |  |  |  |  |
| SERVICE STATUS : | NONE  | ACTIVE  | INACTIVE  | NATIONAL GUARD  |
| DATE OF ACTIVE SERVICE-U.S ONLY: | ACTIVE U.S. SERVICE BRANCH: | HIGHEST RANK-GRADE HELD  |
| FROM : | TO: |  |  |
| PRINCIPAL DUTIES: |  |  |  |  |
| DESCRIBE SPECIAL TRAINING YOU MAY HAVE RECEIVED THAT WOULD AID YOU IN THE POSITION YOU ARE APPLYING FOR: |
|  |
|   |
|   |
| ADDITIONAL INFORMATION |

|  |
| --- |
| WHAT ARE YOUR PLANS FOR THE FUTURE?  |
|   |
|   |
| DESCRIBE ANY EXPERIENCES, SKILLS OR QUALIFICATIONS WHICH YOU FEEL WOULD ESPECIALLY FIT YOUR WORK WITH OUR COMPANY? |
|  |
|  |
| BUSINESS/PERSONAL REFERENCES  |

|  |  |  |  |
| --- | --- | --- | --- |
| NAME  | OCCUPATION  | ADDRESS  | PHONE  |
|   |   |   | ( )  |
|   |   |   | ( )  |
|   |   |   | ( )  |
|   |   |

|  |
| --- |
| The submission of this information is voluntary and refusal to provide it will not subject you to adverse treatment. Any such information you provide will be kept confidential and will only be used in accordance with applicable Act regulations.  |

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| By signing this application, I certify: That this application is complete and accurate to the best of my knowledge and that I have not made any attempt to conceal information and that falsification could be cause for dismissal. Further, SHIP ON SITE or its agents may request employment information from my previous employers and persons or corporations who provide information related to my previous employment and will be released from any liability or damage. Also, I agree if required to undergo a medical examination by a company designated physician and understand that medical approval must be obtained before employment can be effected. I have noted that SHIP ON SITE is an Equal Opportunity Employer and ad applicants receive lawful consideration for employment without regard to Race, Religion, Color, Sex, Sexual orientation, Age, National origin, Disability, or Veteran Status. I realize that if I am hired, SHIP ON SITE reserves the right to terminate my employment whenever the need arises.  |
|  |  |  |
|   |   |   |
|   |  |   | INTERNAL USE ONLY  |
| SIGNATURE  |  | DATE  | ACTION  |
|   |  |  |  |
| DATE  |  |  |  |
|  |  |  |  |
| EMPLOYMENT IS SUBJECT TO:  |  |   |   |
| 1. PASSING PHYSICAL EXAMINATION BY PHYSICIAN (IF REQUIRED).
 |  |   |   |
|  |  |   |
| 1. SATISFACTORY REFERENCE REPORTS.
 |  |   |   |
| 1. FAVORABLE REPORTS FROM OUTSIDE AGENCIES ON VERIFICATION OF INFORMATION SUPPLIED.
 |  |   |   |
|  |   |   |
|  |  |  |  |

All contractors seeking to commence work on a TSA contract will be required to obtain a favorable pre-appointment determination as part of the Enter-On-Duty (EOD) process. The pre-appointment determination is based on criminal history records checks (including FBI fingerprint submissions); credit checks; and a review of required security forms (SF-85 – Questionnaire for Non-Sensitive Positions or SF-85P – Questionnaire for Public Trust Positions).

TSA is very serious about the reliability and trustworthiness of individuals hired into the Agency as either a federal employee or TSA contractor. Below is a list of financial issues and convictions that would generally disqualify an individual from being employed by TSA or to work as a contractor for TSA.

**Failed SSN Trace**

* Invalid SSN, Name Mismatch, or Address Mismatch – IDEMIA will request a copy of SSC for verification

**Criminal**

*Not Allowed:*

* No felonies
* No identity fraud arrests/guilty verdicts
* No money fraud: Check cashing, credit card theft, etc.
* No computer hacking convictions
* No prison time served as part of guilty verdict (*If prison term release in lieu of probation time, incidents over time)*
* Not on sex offender list
* No excessive arrests record regardless of category (*i.e. arrested many times for separate incidents over time)*
* No drug arrests within the past five years, even misdemeanors
* No acts of violence
* No arrests of acts against the government of the United States of America or NATO allies
* No theft, break-in, armed robbery, regardless of time period

**Credit**

*Not Allowed:*

* Any unpaid or overdue taxes to the federal, state, local, US government
* Nonmedical collections exceeding $2,000
* Charge-offs, liens, judgments, foreclosures, unpaid taxes to US government entities are INCLUDED in nonmedical collections balance
* Medical collections exceeding $7,000
* Past due accounts exceeding $7,000
* Continuous history of late payments, non-payments, and collection accounts

**Ten Panel Urine Drug Screening**

* Positive or diluted results will require a second screening

**Citizenship Status**

* Must be a US citizen
* Green cards/Permanent Alien Card Holders are not permitted