



1100 Lee Wagener Blvd Suite #207A. Ft. Lauderdale FL 33315

www.flytropic.com

APPLICATION FOR EMPLOYMENT

(PLEASE PRINT CLEARLY)

Full Name _____
Last Name *First Name* *Full MiddleName*

Aliases/Nicknames _____

Street Address _____

City _____ State _____ Zip Code _____

Home Phone () _____ Mobile Phone () _____ Email _____

Can you provide documentation verifying you are authorized to work in the United States? Yes No

How did you hear about Tropic Ocean Airways? _____

Position you are seeking? _____

Are you willing to work? Full Time Part Time Temporary (You may check more than one.)

Have you ever been involuntarily terminated or requested to resign? Yes No If "Yes" explain _____

Are you willing to relocate? Yes No List relocation restrictions: _____

Are you willing to work any shift including nights, weekends, holidays Yes No Please list any shift restrictions: _____

Date you are available for employment? _____

Have you ever been employed by TOA? Yes No

If yes, for what Position: _____ Location: _____ Reason For Leaving? _____

Have you previously been interviewed for any position with TOA? Yes No

If yes, for what position, location and date? _____

Is there any information we would need about your name or use of another name to verify your responses herein? Yes No If yes, specify name and period of usage. _____

Current Driver's License # _____ State License Issued _____ Expiration Date / / _____

List ALL driving violations including DUI, speeding, suspension or revocation within the last ten (10) years. List each offense, City/State and Dates (attach additional pages if necessary): _____

Yes No Have you ever been convicted or pled guilty to a misdemeanor or felony charge? _____

Yes No Have you ever 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 during the past five (5) years.

It is the policy of Tropic Ocean Airways to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, Tropic Ocean Airways will provide reasonable accommodations for qualified individuals with disabilities.



Employment & Background Information

FAA Regulations require that a background check be conducted on all persons prior to their being cleared for unescorted access to airport secure areas. The background check requires verification of representations made by the applicant relating to employment and other activities during the preceding 10 years. To meet this requirement, **please provide information covering all periods of employment, unemployment, schooling, or other activities for the past 10 years.** You must provide the means of verifying status for the full 10-year period.

INSTRUCTIONS:

- Begin with your current activities and list in chronological order
- Give complete names, zip codes and day time phone numbers
- Transcripts are acceptable for school verification.
- State Job Title
- Military service—provide a copy of your DD-214 form.
- Include all employment, schooling and all other activities.
- Incomplete applications will not be considered.

Are you presently employed? Yes No
 If employed, may we contact your present employer? Yes No

DATES	LIST ALL EMPLOYERS, SCHOOLS, OR EXPLAIN ALL UNEMPLOYMENT PERIODS DURING THE PAST 10 YEARS	JOB TITLE DUTIES PERFORMED	Office Use Only For Employment Verification
Start Date: _____ To mm yyyy Ending Date: _____ To mm yyyy	Company: _____ Address: _____ City: _____ State _____ Zip Code _____ Phone Number: () _____ Mgr/Supv: _____ Disposition:	Job Title: _____	Verified By: Date: _____ Comments:
Start Date: _____ To mm yyyy Ending Date: _____ To mm yyyy	Company: _____ Address: _____ City: _____ State _____ Zip Code _____ Phone Number: () _____ Mgr/Supv: _____ Disposition:	Job Title: _____	Verified By: Date: _____ Comments:
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Start Date: _____ To mm yyyy Ending Date: _____ To mm yyyy	Company: _____ Address: _____ City: _____ State _____ Zip Code _____ Phone Number: () _____ Mgr/Supv: _____ Disposition:	Job Title: _____	Verified By: Date: _____ Comments:



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Attach additional pages if necessary.



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EDUCATION

Type of School	Complete Name and Address of School	Dates Attended	Degree Earned	Area of Study
High School/GED		From:		
	Phone No.	To:		
College		From:		
	Phone No.	To:		
Other (Specify)		From:		
	Phone No.	To:		

MILITARY EXPERIENCE

Armed Forces Record	Air Force	Army	Marine	Navy	Coast Guard	Other
Rank _____	Induction date _____	Discharge Date _____	and type: Honorable Dishonorable			
Job Title and Duties: _____						
Military Reserve	Air Force	Army	Navy	Coast Guard	Air National Guard	National Guard Other

OFFICE SKILLS

Office 365	Proficiency on scale of 1 – 10 _____
Additional Software programs in which you are proficient _____	

LANGUAGE PROFICIENCY

Why do you want to work at Tropic Ocean Airways?

Pilot Applicants Must Complete An Application Supplement With License And Flight Time Information. Mechanic Applicants Must Complete An Application Supplement With License And Equipment Information.



Confidential Applicant Information Release

Applicant Name _____
Last Name First Name Full Middle Name

Current Address _____
Street Number and Name City State Zip Move in Date: MM/YY

Social Security Number _____ Date of Birth _____
MM/DD/YYYY

Driver's License Number _____ State _____ Expiration Date _____
MM/DD/YYYY

Valid Passport Number _____ Country of Issue _____ Expiration Date _____
MM/DD/YYYY

Former Names, Aliases _____

Please list all residences during the past 5 years. Indicate move in and out dates.

Street Name and Number	City	State	Zip	County Name	Move In Date	Move Out Date

I have read and understand the information above and certify that I have disclosed all driving violations, misdemeanor and felony convictions or guilty pleas. I certify that I, the undersigned applicant, have personally completed this application. I declare that the facts contained in the application (or any resume or other documents submitted) are true, accurate and complete to the best of my knowledge. I understand that any misrepresentations or omissions will disqualify me from further consideration for employment, and may result in my dismissal from employment, if discovered at a later date.

Signature _____ Date _____



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This space may be used to enter additional information. Please indicate page number and topic for each additional entry.

EMERGENCY CONTACT INFORMATION:

Primary Contact: _____ Secondary Contact: _____

Relationship: _____ Relationship: _____

Address: _____ Address: _____

City/State/Zip: _____ City/State/Zip: _____

Work Phone: _____ Work Phone: _____

Home Phone: _____ Home Phone: _____



**BACKGROUND CHECK ACKNOWLEDGEMENT & AUTHORIZATION
Confidential Applicant Information Release**

The results hereof will be used to determine employment eligibility with Tropic Ocean Airways.

I, the undersigned applicant, do hereby certify that the information provided by me herein is true, accurate and complete to the best of my knowledge. I understand and agree that any false statements made herein may disqualify me for employment with Tropic Ocean Airways or be sufficient grounds for my immediate termination from the employ of Tropic Ocean Airways.

Signature _____ Date _____

Position Applied For _____ City _____

Tropic Ocean Airways (hereinafter ‘the Company’) TAKES THIS OPPORTUNITY TO ADVISE APPLICANTS THAT PRE-EMPLOYMENT DRUG AND ALCOHOL TESTING WILL BE CONDUCTED IN COMPLIANCE WITH 49 CFR PART 40 AND CFR PART 61 ET AL. SUCH PRE-EMPLOYMENT TESTING IS TO DETERMINE THE PRESENCE OF THE FIVE DRUGS LISTED IN FAR PART 121.

NEGATIVE RESULTS MUST BE RECEIVED BY THE COMPANY PRIOR TO THE START OF SAFETY.

Employment with the Company is for an indefinite term and may be terminated with or without cause, at any time, at the will of either the Company or the employee.

I, the undersigned applicant, hereby authorize the Company to conduct now, or at any time while I am employed by the Company, verification of my education, previous employment/work history, personal reference(s), personal credit history, or obtain any criminal history record information pertaining to me which may be in the files of any Federal, State or Local criminal justice agency, state patrol agency in any state and/or any other private firm retaining pertinent information, under the provisions of the Fair Credit Reporting Act (FCRA) as deemed necessary to fulfill job requirements. I also consent to a Motor Vehicle Report. I hereby authorize all such persons, organizations, and agencies to release said information to the Company and its agents. I understand that I may be offered employment conditioned upon satisfactory conclusion of my employment background certification and receipt of a verified negative drug test result.

Signature: _____ **Date:** _____

TSAR 1542.205 and TSAR 1544.229 require us to conduct an FBI fingerprint *criminal history records check* (CHRC) for all employees who will apply for unescorted access to SIDA, have the authority to authorize others to have unescorted access, and perform screening functions.

When the CHRC discloses a disqualifying criminal offense for which the conviction or finding of not guilty by reason of insanity was in the previous 10 years, the individual’s SIDA access authority will be suspended immediately. The individual who believes that the CHRC determination is incorrect may seek to correct the record.

To the best of my knowledge I, _____, do not have a disqualifying criminal offense as listed above. I understand that I must advise the Company within 24 hours if I am convicted of any disqualifying criminal offense that occurs while I have unescorted access authority. I understand that I may be subject to prosecution under Title 18 U.S.C. Section 1001 if I knowingly and willfully provide false information on the application. I understand that I am under continuous obligation to disclose to the Company and any Airport where I have an active SIDA badge any convictions within 24 hours of any disqualifying criminal offense or having been found not guilty by reason of insanity that occurs while I have unescorted access authority.

I understand that I may obtain a copy of my criminal history records sent to the Company by submitting a written request to Human Resources within 30 days of being advised that my criminal history record disqualifies me from being issued an airport badge. I understand that if I believe that any information is inaccurate, I may directly contact the agency that reported the disqualifying conviction to correct my record.

Signature: _____ **Date:** _____



Release and Consent for a Criminal Background Security Check

In connection with my employment at Tropic Ocean Airways, I am aware that pursuant to 49 CFR 1544.229, I will have an FBI Fingerprint Criminal History Check conducted. I understand that I have the continued obligation to disclose to Tropic Ocean Airways within 24 hours if I am convicted of any disqualifying criminal offense that occurs while I have unescorted access authority or authority for any other covered functions. I hereby consent for Tropic Ocean Airways to conduct the aforementioned background check and authorize the release of such Information to Tropic Ocean Airways.

I understand that Tropic Ocean Airways, may, at its sole discretion, deny me employment, require that I be removed from an assignment or discharge me from employment if the information received in the investigation is considered unfavorable by Tropic Ocean Airways, in its sole discretion. In the event of an offer of employment and/or subsequent employment, I understand and agree that false, misleading or omitted information in my application shall be grounds for withdrawal of an offer of employment or termination at any time.

I certify that the information that I provided on this application is true, accurate, and complete to the best of my knowledge and belief and is provided in good faith.

I have read this release and consent form and understand all of its terms. I execute below voluntarily and with full knowledge of the significance hereof.

Name _____ Signature _____ Date _____

EMPLOYER USE ONLY

Two forms of Identifications (Enclose copies): _____ & _____

I attest, to the best of my knowledge, that the employee signing this document has presented document (s), the document(s) I have examined appear to be genuine and relate to the individual.

Signature of Employer or Authorized Representative: _____

Date: _____

Any questions regarding the background check or fingerprinting requirement should be directed to Tropic Ocean Airways' Human Resources Director. Employees can review their background check or fingerprint results by setting up an appointment with the Human Resources Department.

Privacy Act Notice

Authority: The authority for collecting this information is 49 U.S.C. 114, "Transportation Security Administration," and 49 U.S.C. 44936, "Employment Investigations and Restrictions."

Purpose: This information is needed to verify your identity and to retrieve your criminal history record. Your social security number (SSN) will be used as your identification number in this process and to verify your identity. Furnishing this information, including your SSN, is voluntary, however, failure to provide it will prevent the completion of your criminal history records check, without which you may not be granted aircraft, sterile area or SIDA access.

Routine Uses: Routine uses of this information include disclosure to the U.S. Office of Personnel Management for processing and data verification, to the FBI to retrieve your criminal history record, to TSA contractors or other agents who assist in the maintenance and operation of the fingerprint system, to airport operators or aircraft operators to evaluate suitability for aircraft sterile area or SIDA foreign and international government authorities in accordance with law and international agreement.



Anti- Drug and Alcohol Policy

Tropic Ocean Airways issues this Anti-Drug and Alcohol Policy to:

Print Name

Date

I understand and agree that employment with Tropic Ocean Airways for any position is contingent upon passing a pre-employment drug and alcohol screening test. If I do not pass the drug or alcohol screening test, I understand and agree that any offer of employment for any position with Tropic Ocean Airways will be considered withdrawn with immediate effect.

If employed by Tropic Ocean Airways, I understand and agree that I will be subject to random drug and alcohol testing, periodic drug and alcohol testing, post-accident, reasonable cause, return-to-duty and follow-up drug and alcohol testing, at the sole discretion of Tropic Ocean Airways.

I understand and agree that my refusal to consent to any drug and alcohol testing, at anytime during the course of my employment with Tropic Ocean Airways, shall be sufficient grounds for my immediate termination from the employ of Tropic Ocean Airways.

Signature: _____ Date: _____

Please email to: HRforms@flytropic.com