



LANE AVIATION CORPORATION

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Date: _____

Name: _____ Soc. Sec Number _____

Present Address: _____

Permanent Address: _____

Phone Number: _____ Are you 18 years or older? Yes No

Email address _____

SPECIAL QUESTIONS

Do you Smoke or use any other tobacco products? _____

Driver's License Number _____ State _____

Have you had any violations or suspensions that could affect our insurability of you? Yes No

Have you ever been convicted of a felony (any conviction other than minor traffic offenses and misdemeanors)? Yes No

THE AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967 PROHIBITS DISCRIMINATION ON THE BASIS OF AGE WITH RESPECT TO INDIVIDUALS WHO ARE AT LEAST 40 BUT LESS THAN 70 YEARS OF AGE.

EMPLOYMENT DESIRED

Position: _____ Date you can start: _____ Salary Desired: _____

Are you employed now? _____ If so may we inquire of your present employer? _____

Have you ever applied to this company before? _____ When? _____

Where did you hear about the job you are applying for? _____

| EDUCATION | NAME & LOCATION OF SCHOOL | YEARS ATTENDED | DID YOU GRADUATE? | SUBJECTS STUDIED |
|---|---------------------------|----------------|-------------------|------------------|
| MIDDLE SCHOOL | _____ | | | |
| | _____ | | | |
| HIGH SCHOOL | _____ | | | |
| | _____ | | | |
| COLLEGE | _____ | | | |
| | _____ | | | |
| TRADE, BUSINESS, OR CORRESPONDENCE SCHOOL | _____ | | | |
| | _____ | | | |

GENERAL

Subjects of special study or research work: _____

U.S. Military Service _____ Rank: _____ Present membership in National Guard or Reserves: _____

REFERENCES

Give the names of three persons not related to you whom you have known at least one year.

| NAME | ADDRESS AND PHONE NUMBER | BUSINESS | YEARS ACQUAINTED |
|------|--------------------------|----------|------------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |

PHYSICAL RECORD

Do you have any physical limitations that preclude you from performing any work which you are being considered?

Please Describe:

**IN CASE OF
EMERGENCY NOTIFY:**

Name Address Phone #

It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from service if I have been employed. Furthermore, I understand that just as I am free to resign at any time, Lane Aviation reserves the right to terminate my employment at any time without prior notice. I understand that no representative of Lane Aviation has the authority to make any assurance to the contrary.

I give Lane Aviation the right to investigate all references and secure additional information about me. I hereby release from liability Lane Aviation and it's representatives for seeking such information and all other persons, corporations, or organizations for furnishing such information.

Lane Aviation is an equal opportunity employer. Lane Aviation does not discriminate in employment and no question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment on a basis prohibited by local, state or federal law.

Date: _____ Signature: _____

10 YEAR EMPLOYMENT HISTORY VERIFICATION

Include any periods of education, unemployment, etc.

Applicant is subject to an FBI Criminal Records Check via Fingerprinting.

Shaded areas are for office use only

Print Name (Last, First, Middle):

List of any Aliases or Nicknames:

Social Security Number:

PREVIOUS WORK AND EDUCATION EXPERIENCE

LIST YOUR MOST RECENT WORK EXPERIENCE FIRST

| | | | | | | |
|------|-------|------|--------------------|--------------------|-------|----------|
| FROM | Month | Year | Name of Company | Telephone # () | | |
| | Month | Year | Address of Company | City | State | Zip Code |

Position and General duties:

| | |
|---------------------------------------|------------------------------------|
| NAME OF PERSON VERIFYING THESE DATES: | JOB TITLE OF THE PERSON VERIFYING: |
|---------------------------------------|------------------------------------|

| | |
|--|---|
| CONTACT METHOD: PHONE IN PERSON CORRESPONDENCE FAX COMMENTS: | NAME OF THE PERSON WHO COMPLETES THIS INQUIRE: DATE COMPLETED: |
|--|---|

| | | | | | | |
|------|-------|------|--------------------|--------------------|-------|----------|
| FROM | Month | Year | Name of Company | Telephone # () | | |
| | Month | Year | Address of Company | City | State | Zip Code |

Position and General duties:

| | |
|---------------------------------------|------------------------------------|
| NAME OF PERSON VERIFYING THESE DATES: | JOB TITLE OF THE PERSON VERIFYING: |
|---------------------------------------|------------------------------------|

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| | | | | | | |
|------|-------|------|--------------------|--------------------|-------|----------|
| FROM | Month | Year | Name of Company | Telephone # () | | |
| | Month | Year | Address of Company | City | State | Zip Code |

Position and General duties:

| | |
|---------------------------------------|------------------------------------|
| NAME OF PERSON VERIFYING THESE DATES: | JOB TITLE OF THE PERSON VERIFYING: |
|---------------------------------------|------------------------------------|

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|--|---|
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|--|---|

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LANE AVIATION CORPORATION

APPLICATION FORM DISCLAIMER

Neither the acceptance of this application nor the subsequent entry unto any type of employment relationship, either in the position applied for or in any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other customary practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Lane Aviation Corporation, or otherwise to change in any respect the **employment-at-will** relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President of the Company. Both the undersigned and Lane Aviation Corporation may end the employment relationship at any time, without specified notice or reason, and without liability by Lane Aviation Corporation to the undersigned except for earned wages or salary.

Applicant's Signature

Date

APPLICANT NAME

ADDRESS

CITY, STATE, ZIP

LANE AVIATION CORP
4389 INTERNATIONAL GATEWAY
COLUMBUS, OH 43219

Consumer reports may be obtained as part of the LANE AVIATION'S evaluation of my job application/employment. The reports may be procured by Parrish-O'Neill, and may include my driving record, an assessment of my insurability under the Company's insurance coverage or other consumer reports. By signing this disclosure, I hereby authorize the Company to procure such report and additional reports about me from time to time, as it deems appropriate, to evaluate my insurability or for other permissible purposes.

Applicants Signature



LANE AVIATION CORPORATION

Application for Employment Supplemental Information

The FAA has implemented regulations that require very thorough background checks on individuals seeking employment in positions requiring unescorted access to security sensitive areas of the airport. The position you have applied for falls within this category. Please be advised that you will be required to undergo FBI fingerprinting by the Columbus Port Authority.

I acknowledge that I have read the above information and understand its implications.

Applicant Signature

Date

DISCLOSURE REGARDING CONSUMER REPORTS

The Employer, _____ (**"Company"**) may obtain information about you for employment purposes from a third party consumer reporting agency. Thus, you may be the subject of a "consumer report" These reports will only contain information regarding your motor vehicle records ("driving records").

You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you, and disclosure of the nature and scope of any consumer report and to request a copy of your report. The scope of this disclosure is all-encompassing, however, allowing the Company to obtain from any outside organization all manner of consumer reports (Driving Record Only) throughout the course of your employment to the extent permitted by law.

The consumer report will be obtained from: TR Communications Inc D/B/A TR Information Services., P.O. Box 780254, Orlando, FL 32878 (800) 894-9141 TR Information Services privacy policy can be found at www.drivingrecord.net

Applicants Name _____

Current Address _____

City _____ St _____ Zip _____

Applicants Signature _____ Date _____

ACKNOWLEDGMENT AND AUTHORIZATION FOR DRIVING RECORD

THIS SECTION IS TO BE COMPLETED BY THE REQUESTER OF THE REPORT(COMPANY)

Company Name _____ Contact Name _____

Phone _____ Fax _____

E-mail Address _____

THIS SECTION IS TO BE COMPLETED BY THE APPLICANT

I acknowledge receipt of the separate document entitled **DISCLOSURE REGARDING CONSUMER REPORT and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT** and certify that I have read and understand both of those documents. I hereby authorize the obtaining of a "consumer report" (DRIVING RECORD ONLY) by the Employer at any time after receipt of this authorization and throughout my employment, or status as an Advisor, if applicable. To this end, I hereby authorize, without reservation a check of my driving record to be furnished by TR Information Services | P.O. Box 780254, Orlando, FL 32878; 800-894-9141; www.drivingrecord.net and/or from Employer itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

Applicant's Name _____

Address _____ City _____ St _____ Zip _____

Date of Birth ____ / ____ / ____ Phone _____

Driving License Number _____ State of Issue _____

Applicants Signature: _____ Date _____

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street NW, Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street NW, Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you - must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-567-8688.
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

Consumers Have the Right To Obtain a Security Freeze

You have a right to place a "security freeze" on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

You may seek damages from violators. If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

Identity theft victims and active duty military personnel have additional rights. For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:

1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates

b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:

2. To the extent not included in item 1 above:

a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks

b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.

c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations

d. Federal Credit Unions

3. Air carriers

4. Creditors Subject to the Surface Transportation Board

5. Creditors Subject to the Packers and Stockyards Act, 1921

6. Small Business Investment Companies

7. Brokers and Dealers

8. Institutions that are members of the Farm Credit System

9. Retailers, Finance Companies, and All Other Creditors Not Listed Above

CONTACT:

a. Consumer Financial Protection Bureau
1700 G Street NW
Washington, DC 20552

b. Federal Trade Commission
Consumer Response Center
600 Pennsylvania Avenue NW
Washington, DC 20580
(877) 382-4357

a. Office of the Comptroller of the Currency
Customer Assistance Group
P.O. Box 53570
Houston, TX 77052

b. Federal Reserve Consumer Help Center
P.O. Box. 1200
Minneapolis, MN 55480

c. Division of Depositor and Consumer Protection
National Center for Consumer and Depositor Assistance
Federal Deposit Insurance Corporation
1100 Walnut Street, Box #11
Kansas City, MO 64106

d. National Credit Union Administration
Office of Consumer Financial Protection
1775 Duke Street
Alexandria, VA 22314

Assistant General Counsel for Office of Aviation Protection
Department of Transportation
1200 New Jersey Avenue SE
Washington, DC 20590

Office of Public Assistance, Governmental Affairs, and Compliance
Surface Transportation Board
395 E Street SW
Washington, DC 20423

Nearest Packers and Stockyards Division Regional Office

Associate Administrator, Office of Capital Access
United States Small Business Administration
409 Third Street SW, Suite 8200
Washington, DC 20416

Securities and Exchange Commission
100 F Street NE

Washington, DC 20549

Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090

Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue NW Washington, DC 20580 (877) 382-4357