

Application for Employment

(USE FOR ALL NON-PILOT POSITIONS)

MOCHA HAGoTDI and thanks for applying to become a member of our creative and energetic team. So that we may begin the process in reviewing your request, we need you to answer each question below fully and accurately. You may attach additional sheets of paper if you need more space to respond. And, if you don't know what MOCHA HAGoTDI means, checkout our website at: www.flycapeair.com.



THE BASICS

Today's date

Position applied for

Job reference number

Last name

First name

Middle name

E-mail address (required)

Street address

City

State

Zip code

Day Telephone Number

Evening Telephone Number

Cell Phone Number

Are you seeking:

Full-time Year round

Part-time Year round

Full-time Seasonal

Part-time Seasonal

Date available:

Number of hours available:

Are you willing to work in:

New England

Mid-West

Caribbean

Mid-Atlantic

Florida

Micronesia

As the airline operates every day, it may be necessary for employees to work nights, weekends, and/or holidays. Are you available to work these time periods?

As the airline conducts training and meetings in many locations, it may be necessary for employees to travel (usually via company airplane or that of a partner airline). Are you able to travel for these purposes?

Salary/wage request

If under 18 years of age, do you have a work permit?.....Yes No

If hired, can you furnish proof you are eligible to work in the U.S.?.....Yes No

Are you prohibited or limited in your performance of any job duties by any restrictive covenants not to compete, confidentiality agreements, or any other contractual obligations? If yes, please provide a copy of the agreement with this application.....Yes No

It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. We do not discriminate on the basis of race, color, religious creed, national origin, ancestry, sex, age, disability, sexual orientation, service in the armed forces of the United States, genetic information, gender identity or expression, marital status, pregnancy or on any other consideration made unlawful by federal, state, international or local laws.

LET'S GET ACQUAINTED

What attracted you to apply for work at Cape Air?

How did you find out about the position?

Have you ever applied here before? Yes No

If yes, when?

Were you ever employed here? Yes No

If yes, when?

If yes, name of supervisor:

Reason for leaving:

List three qualities/characteristics you possess that make you a good fit to work as part of the Cape Air team?

****Please describe a time you provided a customer with exceptional customer service OR you received exceptional customer service from someone else. What did you or the employee do? How did it feel? (200 words or less; please attach on a separate piece of paper, if necessary).**

YOUR EDUCATION, SKILLS & TRAINING

	Name and Address of Schools Attended	Month/Year Attended		Diploma, Degree, Certificate (if you did not graduate, please indicate here)	Subjects Studied
		From	To		
High School or GED	<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 30px; height: 30px;" type="text"/>	<input style="width: 30px; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>
License, Vocational or Technical	<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 30px; height: 30px;" type="text"/>	<input style="width: 30px; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>
College or University	<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 30px; height: 30px;" type="text"/>	<input style="width: 30px; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>
College or University	<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 30px; height: 30px;" type="text"/>	<input style="width: 30px; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>
Graduate School	<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 30px; height: 30px;" type="text"/>	<input style="width: 30px; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>

What skills or additional training do you have that are related to the essential functions of the position for which you are applying?

What machines or equipment can you operate that are related to the essential functions of the position for which you are applying?

YOUR EMPLOYMENT HISTORY

List names of your last four employers in consecutive order with present or most recent employer listed first. Account for all periods of time including any periods of unemployment. If self-employed, give firm name and supply business reference. You may include as a part of your employment history any verified work performed on a volunteer basis.

PLEASE NOTE: This section must be completed regardless to whether you submitted a resume...

Dates Employed		Name & Address of Employer	Supervisor Name & Phone Number	Your Position	Salary		Reason Left
From	/ To				Start	/ End	

- Are you presently employed? Yes No
- If yes, can we contact your employer? Yes No
- Have you ever been fired from a job or asked to resign? Yes No
- If yes, please explain:

Please provide three references, excluding relatives and former employers.

	Name	Occupation	Address	Phone
1.				
2.				
3.				

EEO

U.S Department of Labor requires all recipients of Federal contracts or sub-contracts in the amount of \$10,000 or more to file an annual report. Note: These questions are not discriminatory or requested for any other use except for this Federal contractor Veteran's Employment Report (VETS-100) and EEO Reporting.

Gender: Male Female Ethnicity: Hispanic or Latino Not Hispanic or Latino

Race: select one or more values

American Indian or Alaskan Native Black or African American Hispanic
 Native Hawaiian or other Pacific Islander White Asian
 Two or more races

Veteran Status:

No Military Service Vietnam Era Veteran Non-Vietnam Era Veteran
 Special Disabled Veteran Newly Separated Veterans Other Protected Veterans
 Active Military Obligation that will affect my work schedule Explain:

OTHER BACKGROUND INFORMATION

Regulations governing our Company require that certain groups of employees may be subject to background checks, fingerprinting, drug/alcohol testing and other such requirements. If you are applying for a “safety sensitive” position including a Dispatcher, Mechanic, Flight Attendant or Cross-Trained Agent position, please complete the questions below. If you are applying for a position other than one of the foregoing positions, and are not sure if it is a “safety sensitive” position, please contact us for clarification before responding to the questions below. If not, please skip to the signature.

Have you been convicted of a felony in the last ten (10) years?

Yes No record

(An applicant for employment with a sealed record on file with the commissioner of probation may answer “no record” with respect to any inquiry herein relative to prior arrests, criminal court appearances or convictions. In addition, any applicant for employment may answer “no record” with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution.)

A criminal conviction will not necessarily be a bar to employment. To help us evaluate your application, please describe your criminal conviction(s), listing the nature of your offense, and your rehabilitation since the conviction(s).

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PLEASE READ CAREFULLY BEFORE SIGNING

I have read and fully understand the questions asked in this application. I understand that this application is not an offer or contract of employment. I give Cape Air/Nantucket Airlines permission to contact all or any of my previous employers and references and release and hold harmless all persons and entities from liability for doing so. After an offer of employment has been made, I agree to submit to any background check and/or drug/alcohol test as required by the Company’s governing authorities and authorize the testing facilities to disclose findings to Cape Air/Nantucket Airlines. I understand that any offer of employment is conditioned upon eligibility as determined by background checks, drug/alcohol tests, satisfactory references, and any other factor as determined by governing authorities.

I have provided truthful and complete responses to all inquiries in the application, including any supplemental information attached, and understand that the discovery of any falsification or omission may result in my immediate dismissal. If employed by Cape Air, I will embrace the Company’s mission statement, abide by rules and regulations of the Company, as outlined in the employee handbook, as well as governing authorities, and I understand that all rules and regulations are subject to change without notice.

Entering your name below signifies acceptance of the terms and conditions of this application.

Signature: Date:

Notice

Employees in the U.S. are subject to State or Territory workers compensation laws.
It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment.
An employer who violates this law shall be subject to criminal penalties and civil liability.

Submit Completed Application via:

Fax: (508) 957-6929

Email: jobs@flycapeair.com

Please note that we cannot accept paper applications at this time.

Do not mail your application to Cape Air.

Submit Application