



AETC PRESCREEN WORKSHEET

Please read and check the appropriate box.

All applicants who are applying for employment must **SUBMIT TO AND PASS** a ten-year criminal background check and drug test.

You must also be able to obtain a **U.S CUSTOMS AIRPORT SECURITY SEAL** in which you must be able to answer the following question

“Have you ever been convicted of any crime or offense other than traffic violations in the United States or in any other country (You may exclude any items which occurred before your 16th birthday)

- Yes No

To ensure you have properly answered the question above, you must consider the following:

- Any offenses for which you were placed on probation or placed in a pre-trial diversion program? Yes No
 - Any offenses for which you were convicted, whether misdemeanor or felony, including DUI's? Yes No
 - Any offenses to which you pled NOLO CONTENDER or no contest Yes No
 - Any offenses in which you received “first offender act.” Yes No
 - Any offenses meeting the above criteria that occurred in any state or country Yes No
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Applicants must also be able to provide the last five year addresses. This information must include address, state, zip code and number of years lived there.

Applicants must also be able to provide the last 10 years of employment. This information must include company name, address, zip code, job title, start date, end date and duties performed.

Some jobs require applicants to provided copy of HS Diploma or GED.

HIRING CRITERIA

NO: Cosmetic Gold Teeth /Visible Tattoos, No Excessive Piercing, No Unconventional Hair Styles/Colors