

OFFICE USE ONLY

Norfolk Ship Repair  
 750 West Berkley Avenue  
 Norfolk, VA 23523  
 Telephone 757-494-4000  
 Job Line 757-494-2964

**APPLICATION FOR EMPLOYMENT  
 (APPRENTICESHIP PROGRAM)**

THIS APPLICATION IS ACTIVE FOR CONSIDERATION FOR 60 DAYS ONLY.

**PERSONAL DATA**

1 <sup>ST</sup> CHOICE:			2 <sup>ND</sup> CHOICE:			3 <sup>RD</sup> CHOICE:			DATE
LAST NAME			FIRST NAME			MI			ARE YOU OVER THE AGE OF 18?
									<input type="checkbox"/> YES <input type="checkbox"/> NO
MAIDEN NAME AND/OR ALL FORMER NAMES USED FOR EMPLOYMENT PURPOSES									ARE YOU A US CITIZEN?
									<input type="checkbox"/> YES <input type="checkbox"/> NO
ADDRESS			CITY			STATE		ZIP	
HOME #						CELL #			
EMERGENCY CONTACT NAME						RELATIONSHIP TO APPLICANT			
EMERGENCY CONTACT HOME #						EMERGENCY CONTACT CELL #			

\*\* FEDERAL LAW PROHIBITS DISCRIMINATION AGAINST PERSONS 40 OR OLDER.  
 THIS INFORMATION IS REQUIRED SOLELY TO FACILITATE PROCESSING OF THIS APPLICATION.

**EDUCATION**

CIRCLE HIGHEST GRADE COMPLETED

1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	4+
---	---	---	---	---	---	---	---	---	----	----	----	---	---	---	---	----

IF YOU ARE NOT A HIGH SCHOOL GRADUATE, HAVE YOU BEEN AWARDED A GED CERTIFICATE?  
 YES     NO

IF YOU ATTENDED A COLLEGE OR UNIVERSITY, LIST NAME OF COLLEGE AND DEGREE RECEIVED. COLLEGE NAME	DEGREE RECEIVED
--	-----------------

**SPECIAL TRAINING**

SPECIAL TRAINING COURSE COMPLETED  
 Name of Course: \_\_\_\_\_ Certificate received: YES or NO (circle one)

HAVE YOU SERVED A FOUR (4) OR THREE (3) YEAR APPRENTICESHIP IN ANY TRADE?     YES     NO

If yes, which trade? \_\_\_\_\_

PLACE OF APPRENTICESHIP \_\_\_\_\_ DID YOU GRADUATE?     YES     NO

ARE YOU A CERTIFIED JOURNEYMAN?     YES     NO      DO YOU HAVE YOUR JOURNEYMAN CARD?     YES     NO

**MILITARY EXP.**

HAVE YOU EVER SERVED IN THE ARMED FORCES OF THE UNITED STATES?     YES     NO

BRANCH SERVED IN	RATING	DATES SERVED FROM _____ TO _____	TYPE OF DISCHARGE
------------------	--------	-------------------------------------	-------------------

ARE YOU A VETERAN?     YES     NO      ARE YOU IN THE RESERVES?     YES     NO

MOST RECENT WAR SERVED IN \_\_\_\_\_      IF YES, DATES SERVED FROM \_\_\_\_\_ TO \_\_\_\_\_

EMPLOYMENT HISTORY

HAVE YOU EVER WORKED FOR BAE SYSTEMS OR NORSHIPCO AS AN EMPLOYEE?  YES  NO

IF YES, SHOP \_\_\_\_\_

DATES:  
FROM \_\_\_\_\_ TO \_\_\_\_\_

CLASSIFICATION \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

List employers for the past ten (10) years with the most recent listed first.  
(Please ask for additional "Employment History" sheets, if necessary.)

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: ( ) \_\_\_\_\_ - \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_  
Your Job Title: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

Dates Employed  
From: \_\_\_\_\_  
To: \_\_\_\_\_

Your Salary  
Start: \_\_\_\_\_  
End: \_\_\_\_\_

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: ( ) \_\_\_\_\_ - \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_  
Your Job Title: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

Dates Employed  
From: \_\_\_\_\_  
To: \_\_\_\_\_

Your Salary  
Start: \_\_\_\_\_  
End: \_\_\_\_\_

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: ( ) \_\_\_\_\_ - \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_  
Your Job Title: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

Dates Employed  
From: \_\_\_\_\_  
To: \_\_\_\_\_

Your Salary  
Start: \_\_\_\_\_  
End: \_\_\_\_\_

CRIMINAL HISTORY

HAVE YOU EVER BEEN CHARGED WITH A FELONY, LARCENY, OR MISDEMEANOR?  YES  NO

LARCENY INCLUDES MISDEMEANORS SUCH AS:  
WORTHLESS CHECKS, INSUFFICIENT FUNDS, CONCEALMENT  
AND SHOPLIFTING.

HOW MANY PENDING CHARGES? \_\_\_\_\_

# OF FELONIES

# OF LARCENIES

# OF MISDEMEANORS

HOW MANY CONVICTIONS? \_\_\_\_\_

PLEASE LIST: \_\_\_\_\_

PLEASE LIST: \_\_\_\_\_

PLEASE LIST: \_\_\_\_\_

AGREEMENT

BAE Systems Norfolk Ship Repair is a 24 hour a day, 7 day a week operation. Employees may be required to work 1<sup>st</sup>, 2<sup>nd</sup>, and/or 3<sup>rd</sup> shifts. Overtime is required based upon production needs with little or no advance notice. Are you able to work any shift assignment including Saturday and Sunday?  YES  NO  
If no, please explain: \_\_\_\_\_

I certify that my statements are true and that I am aware that falsification of any part of this permanent record is cause for immediate discharge. I understand that any offer of employment is contingent upon passing a job related company administered physical examination. If employment is obtained under this application I will comply with all orders, rules and regulations of this company. I hereby authorize BAE Systems Norfolk Ship Repair to obtain information and records from any files in regards to past employment and/or criminal history.

APPLICANT'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_