

Please read these instructions before completing any of the noted attachments. All requirements noted within this message must be completed **within the next two (2) days** so we may initiate your pre-employment background investigation should you accept.

**Process to follow should you accept our offer:**

**Drug Screen** - If your current location is different than the address listed within your Candidate Profile (and your Consumer Report Disclosure), please provide that address at this time so we can set up your drug screening for your current location.

The attached **FCRA Disclosure** document will allow us to process your background investigation (and credit check, if required). Please ensure that you have accurately provided all the information on the form, including both city and state for any previous addresses. **Missing or incomplete information will delay your background investigation!**

**Verify your Online Application is Complete:**

- You have either attached or pasted a complete resume to your application.
- Your full legal name is correct and address in which you want listed as your Home of Record.
- You have completed the education section with your most recent completed education.
- **You must include your most recent seven (7) years of employment history.**
  - Please be sure to include both full company name, city and state for each employee
  - If you worked overseas for a US-based company, please list the **US corporate location** (both city and state) for this company, not the overseas assignment location.
- You have completed your **electronic signature** at the end of your application.

**Additional documents required to send in with your offer documents, if required for your position:**

DD-214 (if you are prior military), A&P License, IA License (Inspection Authorization), FCC License endorsements, or any other License or Certifications that are required for the position

**Please make certain all documents are neat and legible. All required documents should be emailed to me using my contact information below.**

**The following documents must be signed, completed and returned within the next two (2) days.**

- Signed Offer Letter of Employment
- Consumer Report Disclosure (for Background Investigation)
- Additional documents as required (DD214, A&P License, IA License, FCC License, etc.)
- Copy of Passport or Original Birth Certificate - (Verified by a Vertex employee)

Additionally, as noted within your offer letter, your employment is contingent upon successfully passing a comprehensive pre-employment screening process. Upon receipt of all required

documents as noted within this message, I will provide you with additional hiring guidance. It is very important that you check your email inbox on a regular basis during your hiring process. If you have any questions, please let me know. We look forward to you joining Vertex Aerospace!