

**APPLICATION FOR EMPLOYMENT (F-HR0001 REV. A)**

**PERSONAL INFORMATION**

<b>Last Name</b>	<b>First Name</b>	<b>Middle Initial</b>
<b>Address</b>	<b>City</b>	<b>State/Zip Code</b>
<b>E-mail Address</b>	<b>Telephone Number</b>	

**EDUCATION INFORMATION**

	<b>School Name/Location (City, State)</b>	<b>Years Attended</b>	<b>Year of Graduation</b>	<b>Diploma (Yes, No)</b>
<b>High School</b>				
<b>College</b>				
<b>Trade School</b>				

**EMPLOYMENT HISTORY INFORMATION (list most recent first)**

<b>Employer Name/Location (City, State)</b>			
<b>Job Title/Pay Rate</b>	<b>Supervisor Name</b>	<b>Dates of Employment</b>	<b>Reason for Leaving</b>
<b>Employer Name/Location (City, State)</b>			
<b>Job Title/Pay Rate</b>	<b>Supervisor Name</b>	<b>Dates of Employment</b>	<b>Reason for Leaving</b>
<b>Employer Name/Location (City, State)</b>			
<b>Job Title/Pay Rate</b>	<b>Supervisor Name</b>	<b>Dates of Employment</b>	<b>Reason for Leaving</b>

**MILITARY SERVICE (IF APPLICABLE)**

<b>Branch</b>	<b>Rank at Discharge</b>	<b>Service Dates</b>

Initials \_\_\_\_\_

**AUTHORIZATION FOR RELEASE OF INFORMATION AND WAIVER OF LIABILITY FOR EMPLOYMENT REFERENCES**

Name of Applicant: \_\_\_\_\_

**PROFESSIONAL REFERENCE INFORMATION**

Name	Relationship	Email Address	Telephone Number

I hereby authorize all individuals who are familiar with my employment history and work performance to provide information to Frontier Group, Inc. pertaining to my employment. I understand that they may ask questions about my educational background, work experience, achievements, wage history, performance, attendance, and reason for separation from former employment. I expressly authorize my references to answer such questions.

I hereby voluntarily waive all rights I may have to privacy and/or confidentiality pertaining to my employment history and work performance insofar as the information is released solely for the purpose of evaluating my suitability for employment.

I further release and hold harmless all my references and Frontier Group, Inc. and its officers and employees from any claims, damages, or liabilities of any kind, that may directly or indirectly result from the use, disclosure, or release of such information by any person or party, whether such information is favorable or unfavorable to me, arising from the employment reference as contemplated by this authorization.

I have read the above, understand its contents, and voluntarily agree to its terms. This authorization shall remain valid for 90 days from the date of signature.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

Initials \_\_\_\_\_

**EMPLOYMENT ELIGIBILITY**

<b>Position Applying For:</b>	<b>Date Available to Start:</b>	<b>Desired Pay Range:</b>
<b>Are you a U.S. citizen? (Yes or No)</b>	<b>Are you eligible to work in the U.S.? (Yes or No)</b>	
<b>Have you ever been convicted of or pleaded no contest to any violation of the law other than minor traffic tickets? This includes Felonies (Yes or No)</b>	<b>If Yes, please provide additional details.</b>	
<b>Do you have any criminal charges pending? (Yes or No)</b>	<b>If Yes, please provide additional details.</b>	
<b>Are you a previous employee of the company? (Yes or No) If Yes, please provide additional details.</b>	<b>Are you willing to consent to a background check and drug screen? (Yes or No)</b>	

**DISCLAIMER**

Applicant understands that this is an Equal Opportunity Employer and committed to excellence through diversity. To ensure this application is acceptable, please print or type with the application being fully completed for it to be considered.

Please complete each section EVEN IF you decide to attach a resume.

I, the Applicant, certify that my answers are true and honest to the best of my knowledge. If this application leads to my eventual employment, I understand that any false or misleading information in my application or interview may result in my employment being terminated.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PRINT NAME** \_\_\_\_\_

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**1-1 FRONTIER GROUP, INC. Drug-Free and Alcohol-Free Workplace Policy**

**DRUG AND ALCOHOL-FREE WORKPLACE POLICY**

Frontier Group is committed to providing a safe working environment for all employees, promoting the highest standards of employee health and productivity, and protecting Frontier Group's reputation in the community. Therefore, the Company has implemented a drug-use and alcohol-impairment testing program. The goal of this policy is to maximize safety and productivity in the workplace, while preserving the privacy and dignity of employees. Under the conditions of this policy, all employees will be treated equally regardless of race, national origin, gender, creed, age, disability, position, or seniority.

**I. DEFINITIONS**

The following definitions apply for purposes of this policy:

- "Drugs" means any substance considered unlawful under the controlled substances act, 21 U.S.C. § 812, or the metabolite of the substance. "Drugs" specifically include, but are not limited to, amphetamines, barbiturates, benzodiazepines, cannabinoids (marijuana), cocaine, methadone, opiates, phencyclidine, and propoxyphene.
- "Alcohol" means ethanol isopropanol, or methanol, which are contained in products such as beer, wine, and distilled spirits or liquor.

**II. PERSONS SUBJECT TO TESTING**

This policy must be applied equally and uniformly to all compensated employees and prospective employees of Frontier Group including all compensated officers, directors, and supervisors. All current or prospective employees, officers, directors, or supervisors shall be subject to testing pursuant to the terms of this policy.

**III. CIRCUMSTANCES UNDER WHICH TESTING MAY BE REQUIRED**

**A. PRE-EMPLOYMENT SCREENING**

Applicants may be requested to undergo a drug-use test as part of the pre-employment process. They will be given a copy of this policy and be required to read and sign the acknowledgement and consent form prior to testing.

**B. ACCIDENT TESTING**

An Employee may be required to submit to a drug-use test or alcohol-impairment test when Frontier Group reasonably believes that the employee, while on the job site or during working hours:

1. Was involved in or contributed to an accident that did or could have resulted in an injury to the employee or another person.
2. Was involved in or contributed to an accident that did or could have caused equipment or material damage or loss.

Determinations regarding whether an employee's conduct falls within the above-described situations shall be made at the sole discretion of Frontier Group.

**C. SUSPECTED OF BEING UNDER THE INFLUENCE OR IMPAIRED**

Testing will be conducted when Frontier Group has reasonable suspicion that an employee may be affected using drugs or alcohol and that the use may adversely affect the job performance or the work environment. Some examples of when reasonable suspicion may exist include, but are not limited to, the following: if an employee is unable to perform normal job duties or normal body functions, has unexplained or excessive absences or tardiness, or otherwise appears to have used drugs or alcohol in a manner that may affect the employee's work. If Frontier Group suspects that an employee is under the influence of drugs or alcohol, a supervisor must transport the employee to the designated testing facility.

**D. RANDOM TESTING**

From time to time, Frontier Group may require employees or groups of employees to undergo a drug-use test on a random basis.

**E. CIRCUMSTANCES UNDER WHICH RETESTING MAY BE REQUIRED**

If a drug-use test or alcohol-impairment test is considered unsuitable or inconclusive by the employer for any reason, the employee or applicant may be immediately retested. Examples of unsuitable or inconclusive test results include, but are not limited to, specimens that are considered diluted or specimens that have a low urine specific gravity. An employee or applicant may be instructed to refrain from drinking water or using diuretics (subject to medical concerns) for a specified time prior to the retest.

Failure of an employee or applicant to follow the employer's instructions or to cooperate with the employer in providing a suitable specimen with a specific gravity equal to or greater than 1.005 may be treated by the employer as a refusal to be tested or a positive test result, and may subject an employee to disciplinary actions, up to and including termination. If an applicant's retest is considered unsuitable or inconclusive, Frontier Group may refuse to hire the person.

If an employee tampers with the sample or otherwise attempts to affect the testing process or result, the employee may be subject to disciplinary actions, up to and including termination. If an applicant tampers with the sample or otherwise attempts to affect the testing process or result, Frontier Group may refuse to hire the person.

**IV. TESTING METHODS AND COLLECTION PROCEDURES**

**A. SCHEDULING OF TESTS**

1. Drug-use testing will occur during, or immediately before or after, a regular work period.

**B. COSTS OF TEST**

1. Frontier Group will pay all actual costs for drug-use or alcohol-impairment testing required of current employees. Prospective employees are responsible to pay for the actual costs for drug-use testing at the start of their employment.

**C. TESTING PROCEDURES**

1. The method of testing for drug use will be urinalysis. The method for testing for alcohol impairment may be by breath,

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saliva, blood, or urinalysis. A blood test may be used if for any reason the employee cannot provide a sample; for example, if the employee is unconscious or is unable to provide a urinalysis.

2. All sample collection and testing for drug use must be performed according to the following conditions:
  - (i) The collection of samples must be performed under reasonable and sanitary conditions. Frontier Group, in its discretion, will designate the company that will collect samples and arrange for testing. Frontier Group may change this designation at its discretion at any time.
  - (ii) Sample testing must comply with scientifically accepted analytical methods and procedures. Drug testing must be conducted at a laboratory approved or certified by the United States Department of Health and Human Services, the College of American Pathologists, or the Department of Health Services.
  - (iii) Sample collections must be documented, and these documentation procedures must include the following:
    - (1) Samples must be labeled to reasonably preclude the possibility of misidentification of the person tested in relation to the test result provided.
    - (2) The person to be tested must have the opportunity to provide notification of any information that may be considered relevant to the test, including identification of currently or recently used prescription or nonprescription drugs or other relevant medical information to the laboratory and/or Frontier Group's designated person.
    - (3) The person being tested must present reliable individual identification to the person collecting samples.
    - (iv) Sample collection, storage, and transportation must be performed in a manner reasonably designed to preclude the possibility of sample contamination, adulteration, or misidentification.
3. Drug-use testing must include confirmation of any positive drug test results for employees. Confirmation of positive drug test results for employees must be by use of a different chemical process than was used in the initial drug-use test. The second or confirmatory drug-use test must be a chromatographic technique, such as a gas chromatography-mass spectrometry, or another comparably reliable analytical method.
4. Testing may be required for the following substances: amphetamines, barbiturates, benzodiazepines, cannabinoids (marijuana), cocaine, methadone, opiates, phencyclidine, and propoxyphene. Frontier Group reserves the right to add additional drugs to this list.
5. A drug-use test shall be considered positive when the screening levels established by the laboratory are exceeded. Information regarding the screening cutoff levels for various drugs will be made available upon request. An alcohol-impairment test shall be considered positive when an employee's test exceeds .04%.

**V. DISCIPLINARY CONSEQUENCES**

**A. CONSEQUENCES OF REFUSAL TO PARTICIPATE IN TESTING**

Refusal to participate in drug-use or alcohol-impairment testing shall be grounds for immediate termination of employment with Frontier Group. In the case of an applicant, refusal to participate in drug-use testing shall be grounds for refusal to hire that person.

**B. CONSEQUENCES OF A POSITIVE DRUG-USE TEST OR ALCOHOL- IMPAIRMENT TEST**

On receipt of a positive drug-use or alcohol-impairment test that exceeds .04%, Frontier Group may take disciplinary or rehabilitative actions including:

1. The employee may be required to enroll in an approved rehabilitation, treatment, or counseling program, at the employee's own expense, which may include additional drug testing and alcohol impairment testing, as a condition of continued employment.
2. The employee may be subject to discipline, up to and including termination, at the discretion of Frontier Group; and/or
3. In the case of a job applicant, Frontier Group may refuse to hire the applicant.

An employee who has enrolled in an approved rehabilitation, treatment, or counseling program and/or was subject to suspension or other adverse employment action based on having tested positive on a drug-use test or having exceeded .04% on an alcohol-impairment test, will be immediately terminated if such employee subsequently tests positive on a drug-use or alcohol-impairment test.

Furthermore, pursuant to A.R.S. § 23-1021(C), individuals may be denied workers' compensation claims in circumstances where the individual tests positive for drugs and alcohol and drug or alcohol impairment was a substantial contributing cause of the accident.

**VI. CONFIDENTIALITY OF RESULTS AND ACCESS TO RECORDS**

**A. COMPANY RECEIPT OF TEST RESULTS**

Frontier Group will provide results to only those individuals designated by Frontier Group. These individuals will notify only the employee and supervisor of the test results.

**B. CONFIDENTIALITY OF TEST RESULTS**

1. Frontier Group will not release any information regarding the test results without the written consent of the individual tested, except as required or permitted by law.
2. All communications received by Frontier Group relevant to drug-use and alcohol use test results and received through this testing program are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceeding, except in a proceeding related to an action taken by Frontier Group or an employee in connection with this policy and except disclosure to:
  - (i) The tested employee or any other person designated in writing by that employee.

- (ii) Individuals designated by Frontier Group to receive and evaluate test results or hear the explanation of the employee.
- (iii) An arbiter or mediator, or a court or governmental agency as authorized by state or federal law.

**C. ACCESS/EXPLANATION BY TESTED EMPLOYEE**

- 1. The tested employee has the right, upon request, to obtain the written test results of tests conducted on that employee.
- 2. Employees have the right, upon request, to explain the test result to Frontier Group in a confidential setting.

**VII. GENERAL PROVISIONS**

**A. COMPLIANCE WITH STATUTE**

This policy is intended to comply with the requirements of Arizona Revised Statutes §§ 23-493 through 23-493.11, 23-619.01, and 23-1021(C).

**B. NO TESTS FOR FURTHER SUBSTANCES OR CONDITIONS**

Except as otherwise permitted by law, no sample taken for testing shall be tested for any substance or condition except drugs as defined herein.

**C. DISTRIBUTION**

This policy will be provided to all employees.

**D. USE, POSSESSION OR SALE OF DRUGS OR ALCOHOL**

- 1. Frontier Group will not tolerate the use or possession of alcoholic beverages while an employee is in Company vehicles or on Company time.
- 2. Frontier Group will not tolerate the use, possession, sale, or transportation of illegal drugs on Company property, on Company time (even if not on Company property), or in Company vehicles.
- 3. Frontier Group has the right to search the personal property of employees and employee work areas, including desks, lockers, toolboxes, etc. at any time.

**E. PRESCRIPTION DRUGS**

Use of prescription drugs, in their original container, prescribed by a licensed physician as medication for use by the person possessing the medication is allowed. Any employee taking a legal drug or medication (over the counter or by prescription) which may adversely affect judgment, coordination, or the ability to perform assigned job duties, must notify his or her supervisor before starting work that his or her judgment or coordination may be impaired. The supervisor, after review, will decide whether to allow the employee to remain at work or to make other suitable arrangements as allowed by law.

All individuals will be provided the opportunity to list all medically prescribed drugs at the time that the individual is providing a specimen for testing. Individuals must report any legally prescribed drugs they are taking prior to providing a sample for testing. Frontier Group will recognize only those prescribed medications that are legal in the United States.

**F. NO CONTRACT RIGHTS IN FAVOR OF EMPLOYEES**

This policy is not meant to be a contract, and Frontier Group may amend, change, or discontinue this policy at any time. Employment at Frontier Group is at-will and may be terminated by the employee or by Frontier Group at any time, with or without cause. To help ensure a safe, healthy, and productive work environment for our employees and others, to protect Frontier Group property, and to ensure efficient operations, Frontier Group has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for Frontier Group.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale, or distribution of controlled substances, drug paraphernalia, or alcohol by an individual anywhere on Frontier Group premises, while on Frontier Group business (whether on Frontier Group premises) or while representing Frontier Group, is strictly prohibited. Employees and other individuals who work for Frontier Group also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, which may impact an employee's ability to perform his or her job or otherwise pose safety concerns, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. However, this does not extend any right to report to work under the influence of medical marijuana or to use medical marijuana as a defense to a positive drug test, to the extent an employee is subject to any drug testing requirement, to the extent permitted by and in accordance with applicable law.

Violation of this policy will result in disciplinary action, up to and including discharge.

A random drug testing policy is in place. If an employee is notified that they have been selected for screening they will be given a set amount of time to report to the facility to perform testing. Failure to report to the testing facility within the set time frame may result in suspension or discharge. Frontier Group maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs or jeopardizes the health and safety of any Frontier Group employee, including themselves.