



Embraer Aircraft Maintenance Services – Macon, GA

JL 01/12/2021

Reporting Information:

When: Promptly at 8:00 a.m. Monday's for all skill sets

Where: Front entrance to 150 East Drive, Macon, GA 31216

- You are permitted to wear jeans during your week of orientation
- Bring a water bottle or other container to use during the week
- Lunch is 30 minutes and will be around 11:30 each day
- Plan to unload your toolbox on Monday after orientation
- Must be able to obtain a SIDA Badge
- Week Long of Orientation

Dress Code: Each reporting contractor **MUST** wear Strom Company T-shirt with Logo for all days worked. Strom will provide each contractor with 3 T-shirts at no charge; each additional T-shirt can be purchased. Please speak to your recruiter to ensure you have a company T-shirt to wear.

Each arriving contractor must bring with them the following:

- Complete set of tools
- A&P License (if applicable)
- Driver's License and Birth Certificate / SS Card OR Passport OR Permanent Resident Card

Employment verification information

- Each contractor must provide his or her previous work history as requested by the customer. No gaps over one year in the background. Failure to respond to requests from the Strom Compliance department will end the contract.

Contact Numbers

- Strom Aviation Corporate Office – (800) 743-8988
- Account Rep – Justin Lee - - (952) 466-8621
- Onsite Manager – Marie Seckel (612) 380-5216

Random Drug Testing/Accident Reports

- If employee is selected for a random drug or alcohol test they must proceed to the given testing facility **IMMEDIATELY** upon notification. Employee will be provided test facility address and phone number for directions. Upon completion of the drug and/or alcohol test, employee must fax the chain of custody form and/or breath alcohol test results to Melissa at 952-544-3948 and call to confirm receipt at 800-743-8988 **BEFORE** leaving the testing facility. In the event that you should have any questions regarding the drug and/or alcohol testing request call Melissa immediately as failure to act within one hour could result in termination of your employment with Strom Aviation.
- If employee is involved in a work related on-site accident, always report the accident to an immediate supervisor, seek medical attention and contact Holly at 800-743-8988 immediately. After receiving medical treatment, employee is to complete a company accident report and fax to Holly at 952-544-3948.

Drug Test Results must be received prior to start date.