



## **APPLICATION PROCEDURE**

We are pleased that you have chosen to apply for a position with Alaska Central Express. The following is information to assist you in understanding our application process.

Alaska Central Express only accepts applications for positions that are available at the time application is received. If you have a current resume, please submit it along with your completed application. The application may be picked up and returned to our headquarters office at 5901 Lockheed Ave., Anchorage, Alaska; or mailed to our Human Resources Department at P.O. Box 190248, Anchorage, AK 99519-0248. If you cannot pick up an application from our headquarters office, please send a self-addressed, stamped envelope to the post office box above, and an application form will be sent to you. An application is required for each position for which you are applying; we cannot accept previous applications for a current position. You may, however, make a copy of the application form as long as it includes all of your past employment, the job number and title, and your original signatures.

All applicants will be drug and alcohol tested prior to being offered employment with Alaska Central Express. We have a "zero tolerance" drug policy. This means, we will not hire an applicant testing positive on an alcohol or drug test, and we will terminate an employee testing positive on any such test. In addition, a five-year background check will be conducted on all successful applicants prior to an offer of employment.

Alaska Central Express is an equal opportunity employer. It is our policy to recruit, hire, train and promote persons in all job titles without regard to race, color, religion, sex, age or national origin, and without discrimination against any Vietnam era veteran, disabled veteran or person with a disability who is qualified to perform the work available. If you need accommodation in the recruiting, interviewing, or hiring process, because of a disability, please contact someone in our Human Resources Department at (907) 334-5113. Persons with speech or hearing impairments may use Relay Alaska at 1-800-770-8973 or 1-800-770-8255 (voice).

If you are not chosen for the position with the company and would like to pursue other opportunities with Alaska Central Express, please feel free to call the Human Resources Department at (907) 334-5113 for other available job listings. Thank you for considering employment with Alaska Central Express.



## EQUAL EMPLOYMENT OPPORTUNITY

For purposes of Equal Opportunity we invite you to identify any status you have which may be considered under the Affirmative Action Programs of Alaska Central Express. Submission of this information is voluntary, and refusal to provide it will not disqualify an applicant from consideration for employment. Information that you provide will be kept confidential and will be made available only to appropriate Alaska Central Express management personnel and government officials investigating compliance with Federal law relating to Equal Employment Opportunity.

1. Applicant Name: \_\_\_\_\_
2. Phone Number: \_\_\_\_\_
3. Address: \_\_\_\_\_
4. Social Security Number: \_\_\_\_\_
5. Date of Application: \_\_\_\_\_
6. Dates Previously Applied: \_\_\_\_\_
7. Location: \_\_\_\_\_
8. How Referred to Alaska Central Express: \_\_\_\_\_
9. Position Applied for: \_\_\_\_\_
10. Race:  White (Not of Hispanic Origin)  
 Black (Not of Hispanic Origin)  
 Hispanic  
 Asian or Pacific Islander  
 Alaskan Native or American Indian
11. Sex  Male  
 Female
12. Age \_\_\_\_\_
13. Veteran Status:  Disabled  
 Vietnam Era (1964-1975)
14.  Yes  No Do you have any physical condition that may limit performance of duties in the position for which you are applying?



## NOTICE TO APPLICANTS AND EMPLOYEES

Applicants and employees need to be aware of the following information:

**ALASKA CENTRAL EXPRESS POSITION:** Alaska Central Express policy is to have a drug free workplace and drug free employees.

**FAA/DOT MANDATED DRUG TESTING:** In order to comply with Federal Aviation Administration regulations (49 CFR Part 40) and Department of Transportation regulations (14 CFR Part 61) Alaska Central Express has implemented an FAA approved Anti-Drug Program. Those applicants who are applying for positions in safety sensitive or security related area (pilots, flight engineers, navigators, flight and ground instructors, aircraft maintenance and preventative maintenance personnel, dispatchers and those performing weight and balance and security/screening functions) are required to submit to a pre-employment drug test. Once employed, the employees named above are subject to post-accident, random and reasonable cause/suspicion drug test. Drugs tested for are COCAINE, MARIJUANA, OPIATES, PCP and AMPHETAMINES.

Alaska Central Express has a “zero” tolerance policy regarding applicants or employees whose drug use is confirmed. “Zero” tolerance means no employment of an applicant and termination of an employee.

I have read and understand the above policies and agree to the conditions set forth.

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Signature

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Date

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Printed Name



## **APPLICANTS / EMPLOYEE AGREEMENT**

(READ CAREFULLY)

I understand that if employment is offered, it is offered "AT WILL". Therefore, I may terminate my employment with Alaska Central Express at any time, with or without notice, and Alaska Central Express may terminate my employment at any time, with or without notice.

I certify the information provided by me to Alaska Central Express on my employment application or verbally is accurate and complete and understand that omissions or false statements are sufficient grounds for Alaska Central Express to refuse to hire me, or if hired, to dismiss me. Overtime may be required. Refusal to work overtime may result in termination of employment.

I authorize Alaska Central Express to contact employers, schools and references concerning my work ethics, attendance, timeliness, salary, performance and character. Further, I authorize said employees, schools and references to release said information about me to Alaska Central Express.

I understand to qualify for some positions; I must successfully complete a required training program and maintain licenses, certificates and other qualifications during my employment.

I understand any offer of employment is conditional upon my successfully passing the required drug test, a background check and providing personal data required by State and Federal regulators and statutes and for benefits administration.

I understand that Alaska Central Express has a drug-free philosophy, and I may be terminated any time unauthorized drugs are detected on my person or in my system.

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Signature

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Date

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Printed Name



P.O. Box 190248 Anchorage, AK 99519-0248  
Attn: Human Resources 907-334-5113

## APPLICATION FOR EMPLOYMENT

### IDENTIFICATION

AN EQUAL OPPORTUNITY EMPLOYER. This organization does not discriminate in hiring for employment because of race, color, religious creed, national origin, sex, age, or marital status. No question on this application is intended to secure information to be used for such discrimination.

### PLEASE PRINT OR TYPE BELOW

NAME (Last) (First) (Middle) (Nickname) (Social Security #)

Present Address (No. and Street) (City) (State) (Zip) Phone

Position Desired Salary Required

Date Available Location Restrictions Are you authorized to work in the USA?

WILLING TO WORK SHIFTS, nights, weekends, holidays or overtime if necessary? Specify any limitations

DO YOU HAVE ANY PHYSICAL LIMITATIONS FOR PERFORMING THE DUTIES OF THE POSITION APPLIED FOR?

RELATIVES EMPLOYED BY ALASKA CENTRAL EXPRESS? (Name/Relationship)

HAVE YOU PREVIOUSLY WORKED AT ALASKA CENTRAL EXPRESS OR ASSOCIATED COMPANIES? (Give Dates)

HAVE YOU BEEN CONVICTED OF A FELONY?

YES  NO If YES, explain:

### EDUCATION

SCHOOL CITY/STATE FROM/TO GRADUATED? TYPE OF DEGREE PHONE

HIGH SCHOOL

COLLEGE

GRADUATE

VOCATIONAL/TECHNICAL TRAINING OR OTHER SPECIALIZED OR ADVANCED TRAINING

TECHNICAL LICENSES HELD / CERTIFICATIONS / EXPIRATION DATES

INDICATE THE AREAS IN WHICH YOU ARE PROFICIENT:

DATA ENTRY  SWITCHBOARD  10-KEY  P.C. SKILLS  TYPING (WPM) \_\_\_\_\_  WORD PROCESSING (WPM) \_\_\_\_\_

### REFERENCE

LIST THREE PERSONAL REFERENCES WHO HAVE KNOWN YOU FOR AT LEAST FIVE YEARS (NO RELATIVES)

NAME PHONE NUMBER ADDRESS RELATIONSHIP

1.

2.

3.

List your employment history for the past five (5) years beginning with the most recent or present employer. Indicate name under which employed if different than this application. Complete the entire application; do not indicate "see resume". **IMPORTANT:** State full particulars of all employment covering full disposition of your time whether employed or not. If employing company is out of business, so state. If you have been conducting your own business, give names, phone numbers, and addresses of at least two clients who we may contact. If time between employers exceeds 60 days, explain what you were doing during that period.

MAY WE CONTACT YOUR PRESENT EMPLOYER?  YES  NO

FROM:		NAME OF BUSINESS:			
ADDRESS:		CITY:		STATE:	ZIP:
PHONE:		NATURE OF BUSINESS:			
NAME OF SUPERVISOR:		SALARY:	POSITION HELD:		
DUTIES:					
REASON FOR LEAVING:		NAME UNDER WHICH EMPLOYED:			

FROM:		NAME OF BUSINESS:			
ADDRESS:		CITY:		STATE:	ZIP:
PHONE:		NATURE OF BUSINESS:			
NAME OF SUPERVISOR:		SALARY:	POSITION HELD:		
DUTIES:					
REASON FOR LEAVING:		NAME UNDER WHICH EMPLOYED:			

FROM:		NAME OF BUSINESS:			
ADDRESS:		CITY:		STATE:	ZIP:
PHONE:		NATURE OF BUSINESS:			
NAME OF SUPERVISOR:		SALARY:	POSITION HELD:		
DUTIES:					
REASON FOR LEAVING:		NAME UNDER WHICH EMPLOYED:			

FROM:		NAME OF BUSINESS:			
ADDRESS:		CITY:		STATE:	ZIP:
PHONE:		NATURE OF BUSINESS:			
NAME OF SUPERVISOR:		SALARY:	POSITION HELD:		
DUTIES:					
REASON FOR LEAVING:		NAME UNDER WHICH EMPLOYED:			

(IF NECESSARY, CONTINUE ON ADDITIONAL SHEET)

I understand that submission of this application, and its acceptance by any employee of ACE, does not obligate ACE to interview me or offer me employment of any fashion. I further understand that if employment is offered, it is offered "at will". Therefore, I may terminate my employment with ACE at any time, with or without notice, and ACE may terminate my employment at any time, with or without notice.

I certify the information provided hereon is accurate and complete and understand that omission or false statements are sufficient grounds for ACE to refuse to hire me or if hired, to dismiss me. Overtime may be required. Refusal to work overtime may result in termination of employment.

I authorize employers, schools, and references to release information about me to ACE.

I understand to qualify for some positions I must successfully complete a required training program and maintain licenses, certificates and other qualifications during employment. I understand any offer of employment is conditional upon my successful passing the required drug test, a five year background check, and providing additional personal data required by State and Federal regulators and statutes, and for benefit administration.

I understand ACE has a drug-free philosophy and I may be terminated any time unauthorized drugs are detected on my person on in my system.

SIGNATURE:

DATE: