



## THE APPLICATION PROCESS

**Job Opening:** Applicants may obtain the latest job posting information from our website: [www.pacificaircargo.com](http://www.pacificaircargo.com), or by contacting the Human Resources Department.

**How to Apply:** Please fill out an online or written application entirely. Provide a resume to accompany the application.

If you need reasonable accommodation while applying for a position, or at any time in the hiring process, please notify the Human Resources Department for assistance.

**Application Processing:** The Human Resources Department is the central collection point for all resumes and Employment Applications. Upon receipt, they are sorted and processed, then sent to the appropriate department. A department representative will review all forwarded applications and will contact the people they wish to consider further on the hiring process.

If you have not heard anything within six weeks, you may assume that you are not under consideration for a position at that time. Resumes and Employment Applications for posted positions are kept on file for a period of one year from the date receipt.

**Alcohol/Drug Testing:** Due to federal regulations covering safety sensitive positions, applicants will be required to undergo pre-employment drug testing and negative test results must be received before an offer of employment can be extended.

**Introductory Period:** New hires must satisfactorily complete a two-month introductory period. During this time Pacific Air Cargo will conduct a thorough background check, criminal history/records, national driver register, state driving records, FAA licenses, employment history/training records, alcohol/drug test results, and any other information needed to assess your suitability for continued employment in your position. Ground Security Coordinators must also complete and successfully pass a training program.

## EMPLOYMENT APPLICATION

Pacific Air Cargo is proud of our commitment to be an Equal Opportunity Employer. All qualified applicants will receive consideration without discrimination because of a person's actual or perceived age, ancestry, citizenship, color, condition of pregnancy, creed, disability, marital status, national origin, race, religion, sex, sexual orientation, veteran status or other reason prohibit by federal, state or local law in all aspects of our hiring or employment process.

This application form is intended for use in evaluating your qualifications for employment. Please type or print clearly in ink, and accurately complete all questions in detail on this form. If the question does not apply to you print not applicable. Incomplete or illegible application will not be processed. Additional testing of job-related skills may be required. If you need assistance in completing this application form or for any phase of the employment process, please contact the Human Resources Department and every effort will be made to accommodate your needs in a reasonable amount of time.

### Position of Interest

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Customer Service Agent | <input type="checkbox"/> Ramp/Warehouse Agent | <input type="checkbox"/> Administrative Assistant |
| <input type="checkbox"/> Mechanic               | <input type="checkbox"/> Mechanic Helper      | <input type="checkbox"/> Other: _____             |

Note: Any open positions advertised that is not mentioned above make sure to check the box other and specify the position. Any questions you may have please direct your call to the Human Resources Department.

Applicant Name: Last, First Middle (please include your full middle name)				
Address: Number and Street		City	State	Zip Code
Cell Phone Number (     )     -		Alternate Phone number (     )     -		Email Address
Have you ever been employed by Pacific Air Cargo or any of its subsidiaries?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have relatives employed by Pacific Air Cargo or any of its subsidiaries?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever applied for employment for Pacific Air Cargo or any of its subsidiaries?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been employed under another name?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you 18 years of age or older?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Can you upon employment provide genuine documentation establishing your identity and eligibility to be legally employed in the United States?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which, you applied for, but did not obtain, safety-sensitive transportation work covered by DOT agency drug and alcohol testing rules during the past two years?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have a valid driver's license?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has your driver's license ever been suspended or revoked? If yes explain.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been convicted of driving under the influence (DUI), driving while impaired (DWI), operating while intoxicated (OWI).			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been convicted of a traffic violation?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been arrested, charge or convicted of a misdemeanor or felony? If yes, explain when, where, nature of offense, and disposition: (Note: Conviction or felony charges do not automatically mean you cannot be employed. What you were convicted of and how long ago are important. Give you all the facts so that a decision can be made.)			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been discharged or asked to resign from a job?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Consistent attendance and punctuality are essential requirements of this job. Is there anything which would interfere with your regular attendance and punctuality if you are offered the job?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there any hours or days of the week you cannot work? Explain:			<input type="checkbox"/> Yes	<input type="checkbox"/> No
On what date would you be able to begin work or start training? _____			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Month/Day/Year				
How did you learn about Pacific Air Cargo?				
<input type="checkbox"/> Online Website site: _____		<input type="checkbox"/> Indeed		
<input type="checkbox"/> Pacific Air Cargo website		<input type="checkbox"/> Facebook		
<input type="checkbox"/> Employee referral: _____		<input type="checkbox"/> Craigslist		
<input type="checkbox"/> Other (Explain): _____				

**NOTE: If you need to provide additional information to answer any of the above items, you may use a separate sheet to explain**

## EMPLOYMENT HISTORY

<b>DATE OF EMPLOYMENT:</b> FROM: MONTH / YEAR  TO: MONTH / YEAR		<b>EMPLOYMENT HISTORY:</b> List in detail the last 10 years of employment history, starting with your current or most recent employer. Include periods of unemployment. All periods for one (1) month or more must be accounted for. Do not include relatives as a supervisor or other reference. Failure to complete this section of the application may result in disqualification.	
From:	To:	Company:	
Supervisor:		Position:	Salary/Hourly:
Address:			
City:		State:	Zip:
Phone: (    )		Fax: (    )	
Reason for leaving:		May we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
From:	To:	Company:	
Supervisor:		Position:	Salary/Hourly:
Address:			
City:		State:	Zip:
Phone: (    )		Fax: (    )	
Reason for leaving:		May we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
From:	To:	Company:	
Supervisor:		Position:	Salary/Hourly:
Address:			
City:		State:	Zip:
Phone: (    )		Fax: (    )	
Reason for leaving:		May we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

**EDUCATION: List in detail all of your education credentials from High School and beyond**

From:	To:	High School Name:	
City/State:		Diploma:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Honors / Achievements:			
From:	To:	School Name:	
City/State:		Diploma:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Major:	Minor:	Type of Degree	
From:	To:	School Name:	
City/State:		Diploma:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Major:	Minor:	Type of Degree	

**MILITARY RECORD**

Service Branch:	Rank:	Specialization:	Date of Specialization
Serial Number:	Date Entered:	Date Discharged:	Type of Discharge:
Security Clearance:	Reserves/National guard <input type="checkbox"/> Yes <input type="checkbox"/> No	Active/Inactive <input type="checkbox"/> Yes <input type="checkbox"/> No	

**PERSONAL REFERENCES**

Name	Address	Occupation	# Years	Tel:

## **DRUG TESTING POLICY**

Federal Aviation Regulations require this company to conduct drug testing by urinalysis of all employees performing safety-sensitive or security related job functions. The drugs tested for are marijuana, cocaine, opiates, phencyclidine (PCP), and amphetamines or a metabolite of those drugs.

Should you be considered for such a position, you will be contacted regarding the time and location of the pre-employment drug test. If selected, you would also be placed in a pool used for random drug testing. Refusal to take the drug test or failing the drug test will disqualify you from further consideration for employment.

Federal Aviation Regulations may require the company to report positive drug test results to the Federal Air Surgeon. Should you have any questions regarding these requirements, please direct them to our Compliance Department.

### **AUTHORIZATION / CERTIFICATION / UNDERSTANDING**

*Please read the following statements carefully before signing to indicate your understanding*

I certify that the answers and information provided by me on this employment application are true and complete. I understand that the falsification, misleading, misrepresentation or omission of fact on this application, during the interview, or any other documents or forms will be cause for denial of employment or immediate termination of employment regardless of when or how discovered \_\_\_\_ (Initial Here).

The application will be given every consideration but its receipt does not imply that the applicant will be employed. All qualified applicants will receive consideration without discrimination because of gender, marital status, race, color, creed, ancestry, religion, age, condition of pregnancy, national origin, citizenship, sexual orientation, disability, veteran status or any other reason prohibited by federal, state or local law. A misdemeanor or felony conviction will not necessarily bar an applicant from employment. Additional testing of job-related may be required prior to employment.

In consideration of Pacific Air Cargo evaluation of my suitability for employment, I hereby authorize Pacific Air Cargo to perform all checks of my credentials allowed by law, and in compliance with the Bullard-Plawecki Employee Right to Know Act. This information may include my education, licenses, military criminal records, employment application, attendance records, performance evaluation, training records, salary history, disciplinary actions/ records, commendations, general reputation, charter, conduct, work quality and other information permissible by law to be released. This authorization is specifically intended to include any and all information of a confidential or privileged nature as well as photocopies of such documents permissible by law to be obtained. In addition, I authorize any person, institution, company, organization, present or prior employer contacted to furnish information and opinions concerning my qualifications for employment, permissible by law to be obtained and to make available to Pacific Air Cargo Human Resources Department copies of all such documents if permissible by law to be obtained. The information will be used for the purpose of determining for employment with Pacific Air Cargo \_\_\_\_\_ (Initial Here).

I agree that this is not an offer of employment. I understand that Pacific Air Cargo does not guarantee employment will be offered after completion of this employment application, during or at the conclusion of any investigation. In consideration of my employment, if I am employed I agree and understand my

employment is “at-will” and may be terminated at any time, with or without notice and with or without cause at the option of either Pacific Air Cargo or myself. I further agree that if I am offered employment, my employment is conditional until such time as the result of my licensing, and background checks are known. If employed, I understand I must satisfactorily complete an introductory period (a minimum of 60 days) during which time I must demonstrate my ability for continued employment with Pacific Air Cargo. During this time, I will be required to comply with the training requirements and understand that my employment will be terminated if I do not successfully pass the training as set forth and determined by Pacific Air Cargo.

If hired I agree to abide by the rules, policies, regulations and terms and conditions of employment of Pacific Air Cargo, and that Pacific Air Cargo shall have the maximum discretion permitted by law to administer, interpret, modify, discontinue, enhance or otherwise change all policies, procedures, benefits or other terms or conditions of employment. I understand that Pacific Air Cargo may modify my assigned work hours, and if requested, I will be required to work overtime. I will also receive wages and benefits and be subject to rules and regulations, as permitted by the laws of the state Hawaii/California and the federal government, and that such wages, benefits, rules and regulations are subject to change by Pacific Air Cargo at any time with notice to me. I further agree should I leave employment, Pacific Air Cargo may hold paycheck until all company property is returned within 30 days, Pacific Air Cargo may deduct from my final paycheck the value of the item (s). I also agree that any unauthorized or personal expenses left on a company issued credit card after a separation of employment will be deducted from my final paycheck, and I agree to repay any expense if it is over the paycheck amount within 30 days.

If employed I agree to engage in no outside activity which would involve a material conflict of interest with, or which could reflect adversely on Pacific Air Cargo. I understand it is my responsibility to disclose such activities to Pacific Air Cargo and that this decision is to rest with Pacific Air Cargo. If employed, I also agree to hold in strict confidence any information concerning Pacific Air Cargo, its Insured and its agents, which may come to my knowledge. No representative or agent of Pacific Air Cargo has the authority to enter into any agreement for employment for any specified period of time or to make any change in any policy, procedure, benefit or other term or condition of employment other than in a document signed by the CEO, Beti Ward, or to make any agreement contrary to the forgoing. \_\_\_\_\_ (Initial Here)

I also understand that in order to be employed I must be a lawfully authorized to work in the United States and I must show Pacific Air Cargo documents to prove this within three (3) days of my date of hire. Failure to produce these documents in a timely manner will result in immediate termination of employment.  
\_\_\_\_ (Initial Here)

This agreement cannot be modified by any oral or written representation made by anyone employed by Pacific Air Cargo, either before or after agreement, except by a written document directed exclusively to me and signed by the CEO. This constitutes the entire agreement between Pacific Air Cargo and me, and that any and all prior agreement are null and void, and that nothing in any document published by Pacific Air Cargo, either before or after agreement, shall in any way modify the above term.

This employment application will become inactive after one year. If you wish to be considered after that time, please complete a new employment application.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Month/Day/Year