



THE APPLICATION PROCESS

Job Opening: Applicants may obtain the latest job posting information from our website: 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.

EMPLOYMENT HISTORY

DATE OF EMPLOYMENT: FROM: MONTH/YEAR TO: MONTH/YEAR		EMPLOYMENT HISTORY: 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:		
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:		
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:		
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:		
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

