



HR use only:
 Date Received: _____
 Date Entered: _____

APPLICATION FOR EMPLOYMENT

Submit completed application to:
 NANA Pacific, LLC
 3150 C St, Ste. 250 | Anchorage, AK 99503
 Phone (907) 257-1700 | Fax (907)561-2991 | Web www.nanapacific.com
Descriptions of open positions and other information is available online.

| | | | |
|------------------|-------------------------|--|---|
| Last Name | First Name | Middle Initial | Date of Application |
| Mailing Address | | | Day Phone Number (home, work or cell) |
| City | State | Zip Code | Evening Phone Number (home, work or cell) |
| Email Address: | Social Security Number: | Other names which you have worked under: | |

| | | | | | | |
|---|-------------------|---|----------|--------|----------|--------|
| Position Applying for | Job Number | Years of experience in this type of work | | | | |
| Minimum Acceptable Salary \$ _____ per | | Date available to start work | | | | |
| Can you perform all of the essential functions of the position, with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | |
| If required, can you provide legal documentation of your eligibility to work in the U.S. on an unrestricted basis? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | |
| What location will you accept work: <input type="checkbox"/> Anchorage <input type="checkbox"/> Other: _____ | | | | | | |
| Are you available to work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | |
| What schedule are you available to work: | | | | | | |
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| From: | | | | | | |
| To: | | | | | | |

| | | |
|---|----------------|---------------------------|
| EDUCATION & TRAINING | | |
| Diploma/Certificate Received: <input type="checkbox"/> High School Diploma <input type="checkbox"/> Certificate of Attendance <input type="checkbox"/> G.E.D. (General Equivalency Diploma) | | |
| Name & Address of High School: | | |
| Name & Address of Post Secondary School(s) | Subject | Degree/Certificate |
| COLLEGE, UNIVERSITY OR OTHER TRAINING/EDUCATION | | |
| COLLEGE, UNIVERSITY OR OTHER TRAINING/EDUCATION | | |
| Do you have any other job-related skills, special qualifications, professional licenses, or professional training required for the position? | | |
| Do you type? <input type="checkbox"/> NO <input type="checkbox"/> YES Words per minute _____ 10-key by touch? <input type="checkbox"/> NO <input type="checkbox"/> YES KSPM: _____ | | |
| State computer applications you have worked with and your skill level with each (use additional sheet if necessary): | | |
| If required for the job, do you have a valid Alaska driver's license? <input type="checkbox"/> No <input type="checkbox"/> Yes | | |

| | | |
|--|--|----------------------------|
| SHAREHOLDER STATUS (used to determine Shareholder preference in hiring only) | | |
| Are you a registered shareholder of an Alaska Regional Corporation? (set up under the 1971 Alaska Native Claims Settlement Act) | <input type="checkbox"/> No <input type="checkbox"/> Yes | If yes, which corporation: |
| Are you a spouse of a shareholder? | <input type="checkbox"/> No <input type="checkbox"/> Yes | If yes, name of spouse: |
| Are you a descendant of a shareholder? | <input type="checkbox"/> No <input type="checkbox"/> Yes | If yes, please explain: |

How did you hear about the job you are applying for:

NANA Pacific Website NANA Ad (Where did you see it?): _____ Other: _____

Employee Referral (Employee's Name): _____

EMPLOYMENT HISTORY – Begin with your current job and list the past ten years Please attach resume if available. This section must be completed – do not list “see resume” except for job duties.

| | | |
|---------------------------|---|--|
| 1 | MOST RECENT or CURRENT EMPLOYER'S NAME | TELEPHONE |
| ADDRESS | | EMPLOYED (Month & Year) FROM _____ TO _____ |
| LAST JOB TITLE | | RATE OF PAY: STARTING _____ ENDING _____ |
| DESCRIBE YOUR JOB DUTIES: | | |
| REASON FOR LEAVING | | SUPERVISOR'S NAME: |
| 2 | EMPLOYER'S NAME | TELEPHONE NUMBER |
| ADDRESS | | EMPLOYED (Month & Year) FROM _____ TO _____ |
| LAST JOB TITLE | | RATE OF PAY: STARTING _____ ENDING _____ |
| DESCRIBE YOUR JOB DUTIES | | |
| REASON FOR LEAVING | | SUPERVISOR'S NAME: |
| 3 | EMPLOYER'S NAME | TELEPHONE NUMBER |
| ADDRESS | | EMPLOYED (Month & Year) FROM _____ TO _____ |
| LAST JOB TITLE | | RATE OF PAY: STARTING _____ ENDING _____ |
| DESCRIBE YOUR JOB DUTIES | | |
| REASON FOR LEAVING | | SUPERVISOR'S NAME: |
| 4 | EMPLOYER'S NAME | TELEPHONE NUMBER |
| ADDRESS | | EMPLOYED (Month & Year) FROM _____ TO _____ |
| LAST JOB TITLE | | RATE OF PAY: STARTING _____ ENDING _____ |
| DESCRIBE YOUR JOB DUTIES | | |
| REASON FOR LEAVING | | SUPERVISOR'S NAME: |

If additional space is needed to list all employers, use a separate sheet of paper and attach to this application.

| PROFESSIONAL REFERENCES NAME | OCCUPATION | YEARS KNOWN | DAY TIME PHONE NUMBER |
|------------------------------|------------|-------------|-----------------------|
| | | | |
| | | | |
| | | | |

Reference checks may include verifying employment with your current employer unless you indicate otherwise:

No, do not contact my current employer: Reason:

EMPLOYMENT – Have you ever been fired, dismissed, forced to resign, or resigned in lieu of termination of employment?

Yes No If yes, please explain:

Have you ever been employed by any NANA organization, subsidiary, or joint venture? No Yes (If yes, which one?)

If yes, in what position?

When?

Reason for Leaving:

Where?

Supervisor's Name, Title and Phone Number:

AGREEMENTS

Are you currently subject to the terms of a non-compete agreement or any other contract or agreement that restricts you ability to own, operate, be employed by or consult for this Company or any other company?

No

Yes

Are you currently subject to the terms of a non-solicitation agreement or any agreement that limits your contact with employees, consultants, clients or customers of a former or current employer?

No

Yes

Are you currently subject to the terms of an intellectual capital agreement or any other agreement or contract that governs or restricts intellectual property?

No

Yes

By submitting this application I understand and agree that if I have checked yes to any of the above that I will be required to provide a copy of the said agreements for review prior to the execution of any potential offer of employment.

ACKNOWLEDGMENT

The information that I have provided is accurate to the best of my knowledge and subject to validation by NANA Pacific. I understand and agree that any misrepresentation, false statement or omission of a fact in my application may be justification for not being hired or, if hired, may subject me to discipline, up to and including termination of employment. Further, I acknowledge, if hired, that throughout the course of my employment, I must immediately inform NANA Pacific in the event I am convicted of a crime other than a minor traffic violation.

I understand and agree that if NANA Pacific hires me, I will be employed by NANA Pacific, and will not be an employee of any client of NANA Pacific. I agree to accept and comply with the rules and working conditions established by NANA Pacific as well as any worksite rules of the any NANA Pacific client while on the client's premises or any premises that may be my worksite.

I understand and agree that if NANA Pacific hires me, my employment relationship with NANA Pacific is at will. This means that NANA Pacific has the right to end my employment with NANA Pacific at any time, for any reasons with or without notice or cause. I understand and agree NANA Pacific cannot and does not guarantee its employees that any assignment or employment will last for any fixed duration.

I understand that an offer of employment and my continued employment with NANA Pacific are contingent upon satisfactory proof of my authorization to work in the United States. I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between me and NANA Pacific for either employment or for the providing of any benefit. I also understand that if hired, I will be required to take and pass a drug test as a condition of being hired with NANA Pacific and may be retested when transferred to a NANA Pacific location or position or at other times as set forth in NANA Pacific drug testing program.

I understand that if hired, assignments and work schedule are subject to change in order to meet company needs. Such changes are at the discretion of NANA Pacific management.

If employed by NANA Pacific, I will comply with all rules, regulations, and policies set forth in NANA Pacific's policy statements which include, without limitation, my satisfactory completion of a pre-placement physical assessment and my submission to and passing of a drug and/or alcohol test. In addition, if hired, employment will be contingent upon receiving a background check that is satisfactory to NANA Pacific.

| | | |
|-----------|------------|------|
| Signature | Print Name | Date |
|-----------|------------|------|

NANA PACIFIC, LLC
APPLICATION SUPPLEMENT FOR CRIMINAL BACKGROUND CHECK INFORMATION

CRIMINAL HISTORY: A conviction is not an automatic bar from employment with NANA Pacific. All units require a criminal history background check. Failure to complete this section may result in your application being rejected. Omission of any information may result in your application being rejected or may be grounds for termination if hired.

| | | | |
|---|-------------|------------------------------|-----------------------------|
| Have you ever plead no contest or have been convicted of a Felony ? | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Nature of Offense | Disposition | Date | Location |
| Have you ever plead no contest or been convicted of a Misdemeanor ? | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Nature of Offense | Disposition | Date | Location |
| Have you ever plead no contest or been convicted of a Traffic Violation ? (Required for positions that require a driver's license). | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Nature of Offense | Disposition | Date | Location |
| If you answered "yes" to any of the above questions please PROVIDE DETAILED INFORMATION about the conviction(s). Use additional sheet if necessary) New Hires may also be required to furnish fingerprints for a more extensive criminal history check. | | | |

AUTHORIZATION TO RELEASE INFORMATION

| | | | | | |
|---|-----------------|-------------------------------|-------------|-----------------------------|-----------------|
| First Name | | Middle Name | | Last Name | |
| Street Address | | | City | State | Zip Code |
| Other name(s) utilized in your past working career | | | | Maiden name | |
| Date of Birth | Your Age | Social Security Number | | Position applied for | |

I understand that NANA Pacific has a wide range of business including providing services to a variety of clients. I further understand that many positions require that Employees hired by NANA Pacific undergo one or more background investigations, including, but not limited to checking references, checking criminal convictions, checking motor vehicle records, and being fingerprinted.

During the application process and at any time during any subsequent employment, I understand and agree that NANA Pacific may request information from various federal, state and other agencies, including public and private sources which may maintain records concerning my past activities relating to my driving record, credit history, criminal record, civil matters, previous employment, educational background as well as other past experiences.

I authorize the release of this information without restriction to NANA Pacific, any Consumer Reporting Agency, their respective officers, agents or employees and to any client of NANA Pacific to which I may be assigned. I further authorize NANA Pacific to share the results of such investigation with the requesting client. I release NANA Pacific, NANA Pacific's client, the consumer reporting agency and all of their respective agents, employee officers, and shareholders from any liability and responsibility for collecting, reviewing, disseminating and/or making decisions based on information obtained.

I have read and understand the above. I acknowledge that a fax or copy of this release shall be as valid as the original. This release is valid for all private persons and entities, and federal, state, county and local agencies and authority.

| | |
|-----------|------|
| Signature | Date |
|-----------|------|

| HUMAN RESOURCE USE ONLY | |
|----------------------------------|-------------------|
| UNIT | LOCATION |
| BILLING INSTRUCTIONS GL Code: | HR REPRESENTATIVE |

NANA PACIFIC, LLC
FAIR CREDIT REPORTING ACT DISCLOSURE AND
CONSENT TO PROCUREMENT OF CONSUMER CREDIT REPORT

Disclosure That NANA Pacific May Procure a Consumer Report

A consumer report may be obtained on you for employment purposes with NANA Pacific. This report may include, but is not limited to, information about your creditworthiness or similar characteristics, employment and education verifications, social security verification, criminal and civil history, personal interviews, DMV records, any other public records and any other information bearing on your credit standing, credit capacity. An investigative consumer report may also be obtained. This investigative consumer report may include information as to your character, general reputation, personal characteristics, trustworthiness and mode of living. You have a right to request disclosure of the nature and scope of the report, which involves personal interviews with sources such as your neighbors, friends, or associates.

Authorization to Procurement of Consumer Report

I understand that, as a condition of my consideration for employment with NANA Pacific, or as a condition of my continued employment with NANA Pacific, NANA Pacific may obtain a consumer report that includes, but is not limited to, my creditworthiness or similar characteristics, employment and education verifications, social security verification, criminal and civil history, personal interviews, DMV records, any other public records and any other information bearing on my credit standing, credit capacity, character, general reputation, personal characteristics and trustworthiness.

I hereby authorize and consent to NANA Pacific's procurement of such a report through a Credit Reporting Agency. I understand that, pursuant to the federal Fair Credit Reporting Act, NANA Pacific will provide me with a copy of any such report if the information contained in such report is, in any way, to be used in making a decision regarding my fitness for employment with NANA Pacific. I further understand that such report will be made available to me prior to any such decision being made, along with the name and address of the reporting agency that produced the report.

| | |
|------------------|-------------|
| Signature | Date |
|------------------|-------------|



VOLUNTARY EQUAL EMPLOYMENT OPPORTUNITY SURVEY

| | | | |
|---------------|----------|------------------------|-----------------------|
| First Name | | Middle Initial | Last Name |
| Date of Birth | Your Age | Social Security Number | Position Applying for |

NANA Pacific would appreciate you completing this form for data collection, auditing, and reporting. This is a voluntary confidential information form; you do not have to complete this **page** to be considered for employment. Federal, state and local laws prohibit the use of this information for any purpose other than data collection. This form is NOT part of your application for employment and will not be forwarded to the hiring supervisor. Please complete the following:

| ETHNIC ORIGIN | Female | Male |
|---|--------------------------|--------------------------|
| Alaskan Native Any person having origins in any of the original peoples of Alaska, and who maintains cultural identification through tribal affiliation or community recognition. Alaska Native may include, for example: any person of Yup'ik, Inupiaq, Aleut, Athabascan, Tlingit, Haida or Tsimshian origin. | <input type="checkbox"/> | <input type="checkbox"/> |
| American Indian Any person having origins in any of the original peoples of North America (not including Alaska), and who maintains cultural identification through tribal affiliation or community recognition. | <input type="checkbox"/> | <input type="checkbox"/> |
| Asian/Pacific Islander Any persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes for example: China, Japan, Korea, the Philippine Islands and Samoa. | <input type="checkbox"/> | <input type="checkbox"/> |
| African-American/Black Not of Hispanic origin; any person having origins in any of the Black racial groups of Africa. | <input type="checkbox"/> | <input type="checkbox"/> |
| Hispanic Any person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin. | <input type="checkbox"/> | <input type="checkbox"/> |
| White Not Hispanic origin; any person having origins in any of the original peoples of Europe, North Africa, or the Middle East. | <input type="checkbox"/> | <input type="checkbox"/> |

| |
|--|
| VETERAN STATUS <input type="checkbox"/> I am <u>not</u> a Veteran <input type="checkbox"/> I am a Veteran classified as: (select only one category) <input type="checkbox"/> Special Disabled Veteran <input type="checkbox"/> Veteran of the Vietnam-era <input type="checkbox"/> Newly Separated Veteran <input type="checkbox"/> Other Protected Veteran |
|--|

| |
|--|
| <input type="checkbox"/> I have read this form and choose not to voluntarily submit this information. |
|--|

| | |
|-----------|------|
| Signature | Date |
|-----------|------|