Alaska Sales and Service  
& Alaska General Credit Corporation  
Employment Application  
Instructions

Thank you for applying for employment with Alaska Sales and Service.

Please note the following:

1. Before anyone will be considered for employment, they must first complete all sections of Alaska Sales and Service’s Employment Application form including the Employment History section. Do not indicate, “see attached resume” on this section. Incomplete, unreadable, or unsigned applications will not be given any employment consideration. Resumes may be attached to an application form. Include a copy of your current driving record from the state in which you reside. Available in Alaska from the Department of Motor Vehicles.

2. Submitting an application Does NOT imply you will be interviewed, employed, or contacted in any way by Alaska Sales and Service. Candidates selected for an interview will be so notified by Alaska Sales and Service or subsidiary Alaska General Credit Company.

3. All applicants considered for an offer of employment must present proof of an acceptable driving record and authorize background checks. Certain positions may require various licenses, certificates, tools, safety gear, training programs, etc. to be confirmed before employment may proceed.

Please return all forms to

Mail: Alaska Sales and Service  
1300 E. 5th Ave.  
Anchorage, AK 99501  
Attn: Human Resource Manager

Fax: (907) 265-5280

Email: hr@aksales.com

PLEASE RETAIN THIS PAGE FOR YOUR RECORDS
Employment Application

**Position Applied For:**

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**Legal Name:**

Last | First | MI | Date:

Each question must be answered fully and accurately. No action will be taken on this application until all questions have been answered. Use blank paper if you do not have enough room on this application. PLEASE PRINT, except for signature.

### Personal Information

<table>
<thead>
<tr>
<th>Home Address:</th>
<th>Home Phone:</th>
<th>Message Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>State</td>
<td>Zip</td>
</tr>
</tbody>
</table>

- If hired can you furnish proof you are eligible to work in the U.S.?
  - Yes
  - No
- Are you 18 years of age or older?
  - Yes
  - No
  (If you are hired you will be required to submit proof of age.)

- Have you ever been convicted of or plead guilty to any law violation (except speeding or parking violations)?
  - Yes
  - No
  (If yes, give details)

  (A “Yes” answer does not automatically disqualify you from employment, the nature of the offense, date, and job applying will also be considered.)

- Are you able to work:
  - Full Time
  - Part Time
  - Temporary
  - Seasonal

- Have you ever applied for employment with us?
  - Yes
  - No
  (If yes: When:)

- Do any of your friends or relatives work here?
  - Yes
  - No
  (If yes: Who:)

- Have you served in the U.S. Armed Forces?
  - Yes
  - No
  (If yes, what branch?)
  (Dates:)

### Education

<table>
<thead>
<tr>
<th>High School or GED (Name, City, State):</th>
</tr>
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<tbody>
<tr>
<td>Graduate? □ Yes □ No</td>
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<table>
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<tr>
<th>Trade / Technical School (Name, City, State):</th>
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<tbody>
<tr>
<td>Graduate? □ Yes □ No</td>
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<table>
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<tr>
<th>Undergraduate School (Name, City, State):</th>
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<tr>
<td>Graduate? □ Yes □ No</td>
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<table>
<thead>
<tr>
<th>Graduate School (Name, City, State):</th>
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</thead>
<tbody>
<tr>
<td>Graduate? □ Yes □ No</td>
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Describe any training received that relates to the position you are seeking:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
### Employment History

(Provide accurate, complete full-time and part-time employment record. Start with your present or most recent employer)

<table>
<thead>
<tr>
<th>Name of Employer:</th>
<th>Telephone:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Address:</strong></td>
<td>Date of Employment From: _________  To: _________</td>
</tr>
<tr>
<td><strong>Name of Supervisor:</strong></td>
<td>Pay: Start $___________  Final $___________</td>
</tr>
<tr>
<td><strong>Job Title &amp; Duties:</strong></td>
<td>Reason for leaving:</td>
</tr>
<tr>
<td><strong>May we contact for employment references?</strong></td>
<td>Yes ☐  No ☐</td>
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### References

Please give three references, not relatives or former employers.

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<th>Name</th>
<th>Address</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>____________________________________________________________________</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>____________________________________________________________________</td>
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</tr>
<tr>
<td>3.</td>
<td>____________________________________________________________________</td>
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### Please Read Each Statement Carefully Before Signing

Alaska Sales and Service evaluates all applicants without regard to race, color, religion, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I understand that this application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period of time. If employed, I understand that I have been hired at the will of the employer and my employment may be terminated at any time, with or without cause and with or without notice.

I have read, understand, and by my signature consent to these statements.

Applicant Signature ___________________________ Date ____________
EEO-1 Voluntary Self Identification Form

The Equal Employment Opportunity Commission (EEOC) requires all private employers with 100 or more employees as well as federal contractors and first-tier subcontractors with 50 or more employees AND contracts of at least $50,000 complete an EEO-1 report each year. Covered employers must invite employees to self-identify gender and race for this report.

Completion of this form is voluntary and will not affect your opportunity for employment, or the terms or conditions of your employment. This form will be used for EEO-1 reporting purposes only and will be kept separate from all other personnel records only accessed by the Human Resources department. Please return completed forms to the HR department.

If you choose not to self-identify your race/ethnicity at this time, the federal government requires Alaska Sales and Service, Inc. to determine this information by visual survey and/or other available information.

NAME: ________________________________

JOB TITLE: ____________________________

DATE COMPLETED: ______________________

GENDER:
(Please check one of the options below)

_____ Male

_____ Female

RACE/ETHNICITY:
(Please check one of the descriptions below corresponding to the ethnic group with which you identify.)

_____ Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

_____ White (Not Hispanic or Latino): A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

_____ Black or African American (Not Hispanic or Latino): A person having origins in any of the black racial groups of Africa.

_____ Native Hawaiian or Pacific Islander (Not Hispanic or Latino): A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.

_____ Asian (Not Hispanic or Latino): A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

_____ Native American or Alaska Native (Not Hispanic or Latino): A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

_____ Two or more races (Not Hispanic or Latino): All persons who identify with more than one of the above five races.

_____ I do not wish to disclose.

HR 19a 12/31/19