

Employment Application



**6100 Boeing Avenue  
Anchorage, AK 99502  
(907) 771-2500  
hr@penair.com**

PenAir is an equal opportunity employer dedicated to non-discrimination in employment. PenAir enforces a drug and alcohol free workplace policy. Pre-employment drug screening is required and applicants will not have had a previous positive drug test in the last five-year period. All new employees will complete fingerprinting through the Anchorage Airport Badge Office. Should there be a finding that the employee is not able to obtain an Anchorage airport badge, the employee will be terminated at that time.

The Federal Aviation Administration (FAA), in accordance with the Aviation Security Improvement Act of 1990, requires airport operators and air carriers to conduct an employment investigation and disqualify individuals convicted (or found not guilty by reason of insanity) of certain crimes from having, or being able to authorize others to have, unescorted access privileges to an airport Security Identification Display Area.

GENERAL INFORMATION				
Name			Date	
<i>Last</i>			<i>First</i>	<i>M.I.</i>
Address				
<i>Street Address</i>		<i>City</i>	<i>State</i>	<i>Zip Code</i>
Phone # (day) ( )	Phone # (evening) ( )		Alternate Phone # ( )	
Social Security No (optional)		Date of Birth, if under 18	E-Mail	
Have you previously worked for PenAir? <input type="checkbox"/> YES <input type="checkbox"/> NO		If yes, dates of employment?	From	To
Department		Position	Supervisor	
Have you previously filed an application with PenAir? <input type="checkbox"/> YES <input type="checkbox"/> NO		If yes, date submitted:		
If hired, can you provide proof of citizenship or legal right to work in the U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO				
Driver License #		Issuing State		
If you are a professional requiring licensure, are you currently registered in Alaska? <input type="checkbox"/> YES <input type="checkbox"/> NO				
License Type	Issuing State	Registration #	Exp. Date	
Have you ever been convicted of any misdemeanor or felony criminal offense(s) within the last seven (7) years? <input type="checkbox"/> YES <input type="checkbox"/> NO				
If yes, please explain:				
POSITION				
Position Applying For		This Position is <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary		
Source of Referral <input type="checkbox"/> Newspaper <input type="checkbox"/> Job Center <input type="checkbox"/> Other				
Is there any reason why you would not be able to perform or safely perform any of the duties of the position for which you have applied? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:				
EDUCATION & TRAINING				
High School Name & Address		Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Dates Attended	
College, University, or Technical School Name & Address		Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Major Subject	Dates Attended
College, University, or Technical School Name & Address		Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Major Subject	Dates Attended
Other School Name & Address		Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Major Subject	Dates Attended
				Type of Degree

**EDUCATION & TRAINING**

List Licenses, foreign languages, computer, data/word processing, office equipment, typing, or other skills & training you consider relevant to employment at *PenAir*

Language Ability	English	Other _____	Other _____
	<input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write	<input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write	<input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write

**EMPLOYMENT RECORDS**

List Most Recent Employment First

1. Employer	Start Date	End Date	May we contact the employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Address			
<i>Street Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>

Position Title	Supervisor	Employers/Supervisors Phone ( )
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Position Description

Starting Pay	Final Pay	Pay <input type="checkbox"/> Hourly <input type="checkbox"/> Salary	Reason for Leaving
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2. Employer	Start Date	End Date	May we contact the employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Address			
<i>Street Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>

Position Title	Supervisor	Employers/Supervisors Phone ( )
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Position Description

Starting Pay	Final Pay	Pay <input type="checkbox"/> Hourly <input type="checkbox"/> Salary	Reason for Leaving
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3. Employer	Start Date	End Date	May we contact the employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Address			
<i>Street Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>

Position Title	Supervisor	Employers/Supervisors Phone ( )
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Position Description

Starting Pay	Final Pay	Pay <input type="checkbox"/> Hourly <input type="checkbox"/> Salary	Reason for Leaving
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4. Employer	Start Date	End Date	May we contact the employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Address			
<i>Street Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>

Position Title	Supervisor	Employers/Supervisors Phone ( )
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Position Description

Starting Pay	Final Pay	Pay <input type="checkbox"/> Hourly <input type="checkbox"/> Salary	Reason for Leaving
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**MILITARY SERVICE**

Branch	From	To
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Rank at Discharge	Type of Discharge
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If other than honorable, explain:

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**REFERENCES**

List individuals (other than relatives or personal friends) who have knowledge of your work experience and/or education (e.g. teachers or co-workers)

Full Name		Relationship	
Title/Company		Phone ( )	
Address			
<i>Street Address</i>		<i>City</i>	<i>State</i>
<i>Zip Code</i>			
Full Name		Relationship	
Title/Company		Phone ( )	
Address			
<i>Street Address</i>		<i>City</i>	<i>State</i>
<i>Zip Code</i>			
Full Name		Relationship	
Title/Company		Phone ( )	
Address			
<i>Street Address</i>		<i>City</i>	<i>State</i>
<i>Zip Code</i>			

**DISCLAIMER****APPLICATION MUST BE SIGNED PRIOR TO SUBMITTING****Please read carefully**

The answers to the foregoing questions are true and correct to the best of my knowledge.

1. I understand that an offer of employment with Peninsula Airways, Inc. (hereinafter referred to collectively as "*PenAir*") does not constitute a contract of employment for any definite duration. I understand that if I become employed by *PenAir*, such employment is "at will" and can be terminated with or without cause at any time at the discretion of *PenAir*.
2. I authorize an investigation of all matters concerning my past employment, credit, criminal convictions, character or other activities; and the issuance of any information by any person, company or corporation with respect to any of the above, including the issuance of credit reports or other statements which may be furnished or obtained concerning my background at any time. I release from any and all liability and responsibility all persons, companies and corporations supplying such information and *PenAir* and its agents in obtaining and using the same.
3. I understand that I am required to abide by all policies, rules and regulations of *PenAir* including all applicable safety rules and regulations and further acknowledge that my failure to follow such shall be grounds for my immediate termination. I understand that *PenAir's* rules and regulations may be modified at any time, with or without notice.
4. I understand and agree that any false, misleading or incomplete information given in my application, résumé, interview(s) or other pre-employment questionnaires or procedures, regardless of when discovered by *PenAir*, may disqualify me for employment or, if employed, may result in my immediate termination. I agree that *PenAir* shall not be liable in any respect if I am not hired or my employment is terminated as a result of providing such false, misleading or incomplete information.
5. I understand that if I am offered a position at *PenAir*, I will be required to take a drug screening prior to beginning work. I understand that a positive test result will result in my disqualification for further consideration for employment. I also understand that if I refuse to take the test, I will receive no further consideration for employment. I also consent to drug testing and alcohol testing as may be requested by a *PenAir* representative under *PenAir's* drug-free and alcohol-free workforce personnel policy.
6. I also certify that I understand that I may be required to work at other than my regular assignment as the needs of *PenAir* require, and that my employment is subject to complying with rules, regulations and conditions as established by management.
7. I also certify that if employed I will give the required number of days written notice before terminating my employment. Failure to give such notice waives all and any benefits I have accrued other than pay for time worked.
8. I hereby certify that I am able to perform, with or without reasonable accommodations, the essential job functions of the position for which I am applying. Any time after a conditional offer of employment or during employment, if hired, I authorize any physician or health care provider to release information advising *PenAir*: what reasonable accommodations, if any, are required to meet the essential job functions of the position and (ii) whether I can perform the job without posing a direct threat to the health or safety of myself or others.
9. I understand that employment is subject to verification of all information contained in this application or other pre-employment questionnaires or interviews, including, but not limited to, verification of applicable lawful age and legal right to remain permanently in, and to work in, the United States, as provided under applicable law. I agree to furnish such additional information and complete such examinations as may be required to complete my employment file and to verify the information contained therein.
10. I hereby acknowledge that I have read and understand all of the information written above and agree to the terms therein. I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.
11. Note for applications sent electronically: *You consent and agree that your use of a key pad, mouse, or other device to select an item, button, icon or similar act/action while using any electronic service we offer, or in accessing or making any transactions regarding any agreement, acknowledgement, consent, terms, disclosures or conditions constitutes your signature, acceptance and agreement as if actually signed by you in writing. Further, you agree that no certification authority or other third party verification is necessary to the validity of your electronic signature; and that the lack of such certification or third party verification will not in any way affect the enforceability of your signature or any resulting contract between you and PenAir.*

Signature	Date
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