

TelAlaska Inc.
201 E. 56th Ave.
Anchorage, Alaska 99518

TelAlaska, Inc.

Interior Telephone Company, Mukluk Telephone Company,
TelAlaska Long Distance, Eyecom, TelAlaska NetWorks

Phone: 907-563-2003
Fax: 907-550-1614

APPLICATION FOR EMPLOYMENT

You are not required to answer any question(s) you feel may violate federal, state, and/or local law or which you feel is not related to the position for which you are applying. By completing this application, you are seeking to join a team of hard working professionals all dedicated to consistently delivering outstanding service to our customers and contributing to the financial success of the company.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Position Applying For _____

GENERAL INFORMATION

Name _____
Last First MI

Address _____
Street City State Zip Code

Contact Phone _____ Email Address _____

In case of an emergency contact: _____
Name Phone

Have you ever been employed by TelAlaska, Inc. before? yes no Dates of employment _____

Are you legally eligible for employment in the U.S.A.? yes no If hired, you will be required to submit proof of your eligibility to work in the U.S.A.

Have you ever been convicted of any violation of the law, other than for minor traffic violations? No Yes

If "Yes", please explain below. Disclosing information about convictions will not result in automatic disqualification for consideration for employment, each instance and explanation will be considered in relation to the position for which you are applying.

MILITARY: Did you serve in the military? yes no Branch _____ Highest Rank _____
Dates of Service: _____ to _____ Special training: _____

EDUCATION

Name & Location of School	Last Yr. completed	Graduated?	Subject Studied/Degree
High School _____	1 2 3 4	<input type="checkbox"/> yes <input type="checkbox"/> no	_____
College _____	1 2 3 4	<input type="checkbox"/> yes <input type="checkbox"/> no	_____
Other _____	1 2 3 4	<input type="checkbox"/> yes <input type="checkbox"/> no	_____

Please list any specific training, skills and experience, as well as, licenses and certificates which you feel could be used:

TRAINING AND SKILLS:

Computer Software you can operate: Lotus Notes MS Word MS Excel PeopleSoft Internet Explorer
 Windows XP Other _____

EMPLOYMENT HISTORY

Your application will not be considered unless **every question** in this section is answered. Since we make every effort to contact previous employers, correct phone numbers are critical. If you would like to attach a resume, that is fine, however **EVERY QUESTION** in this section must be filled in.

MOST RECENT EMPLOYER

Are you still working?
May we contact them?

yes no
 yes no

Company Name _____ Telephone _____

Address _____

Dates Employed: From _____ To _____ Supervisor & Title _____

Job Title and Duties: _____

Salary _____ Reason for Leaving _____

SECOND RECENT EMPLOYER

Are you still working?
May we contact them?

yes no
 yes no

Company Name _____ Telephone _____

Address _____

Dates Employed: From _____ To _____ Supervisor & Title _____

Job Title and Duties: _____

Salary _____ Reason for Leaving _____

THIRD RECENT EMPLOYER

Are you still working?
May we contact them?

yes no
 yes no

Company Name _____ Telephone _____

Address _____

Dates Employed: From _____ To _____ Supervisor & Title _____

Job Title and Duties: _____

Salary _____ Reason for Leaving _____

REFERENCES: Include only individuals familiar with your work abilities.

Name	Phone Number	Years Known	Relationship
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Answer the following questions ONLY if the position sought requires the operation of a motor vehicle.
Please refer to the job description if unsure.**

Do you have a Valid Driver's License? yes no If yes, DL# _____ State of Issue _____

Any moving violations, including DUIs, in the past 3 years? yes no

Are you required to maintain SR22 insurance? yes no

If yes, please describe _____

IMPORTANT INFORMATION TO THE APPLICANT

Pursuant to the Immigration Reform and Control Act of 1986, if you are hired you must produce, within 72 hours, documents which are specified by the Federal Government, establishing your identity and authorization for employment in the United States. Failure to do so will result in immediate termination of employment.

TelAlaska, Inc. is an **Affirmative Action/Equal Opportunity Employer** and does not discriminate in hiring or employment in accordance with the requirements of all applicable local, state and federal laws, on the basis of race, color, religion, sex, marital or parental status, sexual orientation, national origin, age, veteran status, disability or any other protected status.

You are not required to disclose information about physical or mental disabilities that you believe will not interfere with your performance in the job for which you are applying. However, if you wish the company to consider arranging reasonable accommodations due to physical or mental disability, you may suggest the kind of accommodation you believe would be appropriate for consideration.

The use, possession, or being under the influence of illegal drugs while on company time is prohibited. In addition, being under the influence of alcohol or legally prescribed medication that causes either physical or mental impairment of judgment or work performance while on company time is also prohibited. Employees maintain the responsibility of determining impairment and the responsibility of reporting such impairment to management. DOT regulated applicants are required to pass a DOT drug test before employment and abide by all DOT regulations, including the conditions for drug testing once employed.

PRE-EMPLOYMENT STATEMENT

I hereby agree to submit to any lawful drug testing or post-offer medical examination that may be required as a condition of employment and understand that refusal to submit to such testing during the course of my employment may result in disciplinary action, up to and including termination. I authorize any physician, hospital, laboratory or collection site to release to the company results of any test or examination or other information which may be necessary to determine my ability to perform the duties of a job for which I am being considered, prior to employment or in the future during my employment with TelAlaska, Inc.

I certify that all information supplied in this application, and any attached resume or supporting documents are true and correct. I understand that because TelAlaska, Inc. will rely on this application and supporting documents in making its employment decision, if any false information, omissions or misrepresentations are discovered, my application will be rejected and, if I am employed, my employment may be terminated.

In consideration of my employment, I agree to conform to the rules and regulations of the company, and further agree that my employment and compensation are at the will of the company and can be terminated, with or without cause, and with or without notice, at any time at the option of either the company or myself. I understand and agree that these terms can only be modified by the President of TelAlaska, Inc. and then only when in writing and signed by the President. No supervisor, representative, agent, or employee of the company has now or has had in the past any authority to enter into any agreement for employment for a specified period of time or to make any agreement which is contrary to or a modification of the above terms, nor can any policies of the company, either written or verbal, modify the above terms.

I certify that the above statements have been read by me and that the statements I have made on this application and any attached resume or supporting documents are true and correct.

Signature _____ Date _____

RELEASE

I hereby authorize all educational institutions which I have attended, all branches of U.S. military service in which I have served, all of my current and former employers, all court systems and all of their representatives to furnish to TelAlaska, Inc. or its representatives any and all information concerning my driving record, education, military service, employment history, and or criminal convictions. In addition, I hereby agree to hold harmless and to release all of said institutions, services, employers, bureaus, courts, and representatives from any and all claims that I may have, or which may arise against any and or all of them including TelAlaska, Inc. as a result of their furnishing information to the company.

Signature _____ Date _____

THIS APPLICATION IS CURRENT FOR ONLY SIX (6) MONTHS. AT THE CONCLUSION OF THIS TIME, IF YOU WISH FURTHER CONSIDERATION FOR EMPLOYMENT, IT MAY BE NECESSARY TO SUBMIT A NEW APPLICATION.

Job Group _____

VOLUNTARY CONFIDENTIAL INFORMATION FORM

TelAlaska, Inc. is an Affirmative Action/Equal Employment Opportunity employer. TelAlaska affirms its policy of treating all employees and applicants equally, whether or not they are members of protected groups, according to their individual qualifications, ability, experience and other employment standards. The Company does not condone discrimination because of race, religion, color, national origin, citizenship, sex, age, disability, veteran status, marital status, sexual orientation, pregnancy, parental status, or any other protected status.

To help us comply with Federal equal opportunity record keeping requirements, we would appreciate your completing this form for data collection, auditing and reporting purposes **ONLY**. 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. However, if you choose not to fill out this form, your status will be summarized into an "unknown" category and will, in no way, jeopardize your prospective employment with TelAlaska.

NAME (Last, First, M.I.) _____

POSITION APPLIED FOR: _____ **DATE:** _____

HOW DID YOU HEAR ABOUT THIS EMPLOYMENT OPPORTUNITY? _____

RACE & GENDER INFORMATION

Male **Female**

Definitions of Ethnic Groups:

The following definitions are consistent with those found in Title 41, Part 60-3.4B of the Code of Federal Regulations.

PLEASE CHECK ONLY ONE.

- African-American/Black** (not of Hispanic origin): A person having origins in any of the Black racial groups of Africa.
- Asian** (Not Hispanic or Latino)
- Hispanic or Latino:** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- Native American:** Any person having origins in any of the original peoples of Alaska or North America and who maintains cultural identification through tribal affiliation or community recognition.
- Native Hawaiian or Other Pacific Islander** (Not Hispanic or Latino)
- White** (not of Hispanic origin): A person having origins in any of the original peoples of Europe, North Africa or the Middle East.
- Two or More Races** (Not Hispanic or Latino)