

NANA Services APPLICATION INSTRUCTIONS for 2010-2011

- 1) The Application link is located on the NANA Services' Job Opportunities Page with other helpful links.
- 2) Print and complete an application, and list the job/s for which you want to be considered in the space allowed on Page One.
- 3) **We need you to return the three-page Application and the Four Questions Form separately from the EEO/AA Form.**
- 4) They may scanned separately and attached in the same email.
- 5) We can accept Microsoft products, Adobe or JPEG scans sent to **Recruiting@nanaservices.com.**
- 6) If you are faxing them, send the EEO/AA form separately.
- 7) Or, you may send the two separate items to us at **FAX: 1-253-661-7189.**

Resumes are welcome; applications are required with your written signatures.

Thank you for your interest.

APPLICATION FOR EMPLOYMENT NANA Services, LLC

P.O. Box 8160, Tacoma, WA 98419-0160

(Return application either to Fax: (253) 661-7189 or to Email: Recruiting@nanaservices.com)

E-MAIL ADDRESS			DATE OF APPLICATION:		
LAST NAME	FIRST NAME	MIDDLE INITIAL			
MAILING ADDRESS			TELEPHONE		
CITY			STATE	ZIP	MESSAGE PHONE

What position are you applying for? _____ Date available: _____

Position announcement/job number? (if applicable) _____ Starting wage/salary expectations: _____

Type of work desired (check as many as is applicable): Regular Full Time Regular Part Time Temporary
 Seasonal On call or substitute work

Shifts Available? (check as many as is applicable): Day shifts Evening shifts Night shifts Rotating shifts
 Split shifts Any and all shifts Overtime hours Remote Sites

Have you previously applied or been employed by NANA Services, LLC. No Yes If yes, when _____

Have you worked for any other NANA organization, subsidiary, or joint venture? No Yes

If yes, state when / where: _____

Will visa or immigration status prevent lawful employment? No Yes (Proof of right to work in the U.S. is required if hired.)

Are you 18 years or older? Yes No (If no, employment is subject to minimum legal age requirements.)

Have you been convicted of a felony or released from prison within the past 10 years for an offense that is reasonably relevant to the job you are applying for? No Yes If yes, please indicate the date and nature of the offense. A conviction may not necessarily disqualify you from employment. _____

If required for the job, can you provide a valid driver's license? Yes No

EDUCATION				
	Name and Location of School	Years Completed	Did you graduate?	Degrees Received
High School				
College				
Trade				
Business, or				
Graduate school				

Were you known by any other name at any job or school listed on this application? If yes, what name(s) _____

At which school(s)/employer(s) were you know by this other name? _____

SKILLS
<input type="checkbox"/> Keyboard ___ wpm <input type="checkbox"/> Ten-key <input type="checkbox"/> Supervision (yrs of experience) _____ Proficient with: <input type="checkbox"/> Excel <input type="checkbox"/> Word <input type="checkbox"/> Access <input type="checkbox"/> PowerPoint <input type="checkbox"/> Outlook <input type="checkbox"/> Other _____ <input type="checkbox"/> Other computer skills/experience _____ Indicate other skills related to the position you are seeking: _____ _____ _____

EMPLOYMENT HISTORY - Please read carefully, write clearly, and fill in all sections. Do not write "See Resume". Starting with your most recent job or present job, list all past employers for at least the past ten years (list all experience applicable to desired position). This section must be completely.

MOST RECENT EMPLOYER'S NAME				TELEPHONE (if known)	
STREET	CITY	STATE	ZIP	EMPLOYED (Month & Year) FROM TO	
NAME OF CURRENT OR MOST RECENT SUPERVISOR			LAST JOB TITLE	RATE OF PAY: STARTING ENDING	
DESCRIBE YOUR JOB DUTIES					
REASON FOR LEAVING				YOUR NAME WHEN YOU WORKED THERE	

EMPLOYER'S NAME				TELEPHONE (if known)	
STREET	CITY	STATE	ZIP	EMPLOYED (Month & Year) FROM TO	
NAME OF CURRENT OR MOST RECENT SUPERVISOR			LAST JOB TITLE	RATE OF PAY: STARTING ENDING	
DESCRIBE YOUR JOB DUTIES					
REASON FOR LEAVING				YOUR NAME WHEN YOU WORKED THERE	

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STREET	CITY	STATE	ZIP	EMPLOYED (Month & Year) FROM TO	
NAME OF CURRENT OR MOST RECENT SUPERVISOR			LAST JOB TITLE	RATE OF PAY: STARTING ENDING	
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STREET	CITY	STATE	ZIP	EMPLOYED (Month & Year) FROM TO	
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EMPLOYER'S NAME				TELEPHONE (if known)	
STREET	CITY	STATE	ZIP	EMPLOYED (Month & Year) FROM TO	
NAME OF CURRENT OR MOST RECENT SUPERVISOR			LAST JOB TITLE	RATE OF PAY: STARTING ENDING	
DESCRIBE YOUR JOB DUTIES					
REASON FOR LEAVING				YOUR NAME WHEN YOU WORKED THERE	

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

Reference checks may include verifying employment with your current employer unless you indicate otherwise: ___ No, do not contact my current employer. Reason: _____

Do you have any other job-related skills, special qualifications, professional licenses, or professional training that a prospective employer should know about? (If required for the job, note here if you can provide a valid CDL license

COMPLETE THIS SECTION IF YOU SERVED IN THE U.S. ARMED FORCES	BRANCH:
Describe your military duties and any special training:	PERIOD OF ACTIVE DUTY (Month & Year)
	FROM TO
	RANK AT DISCHARGE:
	DATE OF FINAL DISCHARGE:

I certify that the information given by me is true and complete to the best of my knowledge. I understand that if I am employed, the discovery that I gave false information during the application process may result in immediate dismissal.

I authorize NANA Services to investigate all statements contained in this application and to request information about me from previous employers, educational institutions, and references. I expressly authorize my previous employers to provide information and opinions concerning my work and work habits. Further, I release all parties and persons connected with any requests for information from all claims, liabilities, and damages for whatever reason, arising out of furnishing any information. If employed, I release the Company from any liability for future references it may provide regarding my work history with the Company.

In the event of employment, I understand that I am required to abide by all current and subsequently issued rules, regulations, and policies of the Company and that my employment and compensation may be terminated, at any time, with or without notice, by either party.

Signature of Applicant

Date

PRE-EMPLOYMENT QUESTIONS FOR ANTARCTICA EMPLOYMENT
NANA Services, LLC

Thank you for your interest in our position. We are looking for candidates to work summer contracts at McMurdo and South Pole station for open positions, most of which begin in October and runs through late February next year.

Requirements: Applicants **must** pass the minimum qualifications for the position/s to which they apply in order to be considered for employment in that position.

In addition to your skills and experience, if you are offered a position, you must meet several other requirements that have been established under the guidance of the National Science Foundation. Failure to meet any of these requirements can result in withdrawal of an employment offer.

- You must be a U.S. citizen or permanent resident.
- You must have a valid passport or the ability to obtain one.
- After receiving an offer of employment, you must pass:
 - o A pre-employment background check.
 - o A pre-employment drug screen.
 - o Stringent physical and dental examinations.

Please take time to answer the four pre-screening questions below with a "Yes" or "No" inserted on the line after each one. Return the form with the Application Packet.

1. The majority of our summer contracts last between 4 to 6 months. Are you willing and able to deploy to Antarctica for a period of 4 to 6 months?

2. All of our positions require that we hire US Citizens or permanent US resident aliens. Do you meet this requirement?

3. Do you have a valid passport? If you answered 'no', are you eligible to obtain a passport?

4. The living conditions at McMurdo station are dorm-style and require all employees to have one or more roommates. Many of our employees who work at McMurdo have three or four roommates. The employees working at the South Pole station have individual rooms. Would you be comfortable with dorm-style living?

If you have additional questions, which attached the information does not answer, please visit www.usap.gov and read the participant guide for additional details about life and work in Antarctica.

Please sign, print, and date the form below.

Signature of Applicant

Printed Name of Applicant

Date



NANA Services, LLC – Antarctica Project
P.O. Box 8160, Tacoma, WA 98419-0160

FOR APPLICANT ONLY – EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

To the extent that we are a U.S. Government contractor, we are required to take affirmative action to ensure equal employment and advancement opportunities for all applicants. Submission of this information is **STRICTLY VOLUNTARY**; refusal to provide it will not result in any adverse treatment. This information will be kept confidential and will not be used to discriminate against you. In order to comply with state and federal reporting regulations, we request the following information.

Print Full (Legal) Name: _____

I do not wish to self-identify (If you check this box, go to the signature line of this form, sign and date).

Male Female Position Applied For: _____

Select the following categories 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):** All persons having origins in any of the Black racial groups of Africa.
- Native Hawaiian or Other 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):** All persons 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.
- American Indian or Alaskan Native (Not Hispanic or Latino):** All persons having origins in any of the original peoples of North and South America (including Central America), and who maintain 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.

Shareholder of Native Corporation/Tribal Affiliation of: _____
(PRINTED NAME OF CORPORATION/TRIBE)

ARE YOU AN:

- NANA Shareholder, Shareholder spouse or descendent. If spouse or descendent please name the Shareholder:

CHECK ALL THAT APPLIES: You may be in several categories.

- NOT A VETERAN**
- VETERAN OF THE VIETNAM ERA:** A person who (1) served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and was discharged or released with other than a dishonorable discharge; (2) was discharged or released from active duty for a service connected disability if any part of such active duty was performed between August 5, 1964 and May 7, 1975; or (3) served on active duty for more than 180 days and served in the Republic of Vietnam between February 28, 1961 and May 7, 1975.
- NEWLY SEPARATED VETERAN:** Any veteran who served on active duty during the one-year period beginning on the date of discharge or release from active duty.
- OTHER PROTECTED VETERAN:** A person who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.

WHERE DID YOU LEARN ABOUT THIS OPEN POSITION? If on an Internet website, please list which one: _____

SIGNATURE: _____

DATE: _____