



## APPLICATION FOR EMPLOYMENT INSTRUCTIONS

ACS Media will accept applications only during an active recruiting period, in response to a published announcement. Applications will not be accepted for positions for which there is no current opening. To determine which jobs are available, please contact ACS Media at [jtowslee@acsmedia.net](mailto:jtowslee@acsmedia.net) or our career opportunities page on the Internet at: [www.acsmedia.net](http://www.acsmedia.net)

Copies of this application are available on our Internet site (address above) in both MS Word and PDF formats.

You must submit a complete and separate application for each job for which you are applying.

You must complete and submit all sections on pages 2 through 6. Please type or print legibly in ink.

Please do not submit other items to substitute for, or in addition to, the information we require. For example, please do not say "see resume" to substitute for the listing of your work history. List your complete work experience including military and/or volunteer time so we can determine you meet the minimum qualifications as listed on the job announcement.

You may submit the completed application via e-mail to: [jtowslee@acsmedia.net](mailto:jtowslee@acsmedia.net)

If selected for an interview, you must sign your application prior to the interview.

### GENERAL PROCEDURES

The Human Resources Department will contact selected applicants to schedule interviews.

After interviews, the successful candidate will be notified by phone.

For further information, assistance in completing your application, or to drop off a completed application, contact the

### ACS MEDIA HUMAN RESOURCES DEPARTMENT

3601 C Street, Suite 1424

Anchorage, Alaska 99503

Hours: 8:00 a.m. to 5:00 p.m., Monday - Friday

Homepage: <http://www.acsmedia.net>

Completed applications may be mailed to the following address:

ACS Media

Attn: Employment

3601 C Street, Suite 1424

Anchorage, AK 99503



## EMPLOYMENT APPLICATION

- ✓ Please print legibly; attach additional sheets to clarify as necessary.
- ✓ Help needed to complete application is available upon request.
- ✓ ACS Media is an affirmative action/equal opportunity employer.

Name: _____ Last                      First                      MI			SSN: _____		Date: _____
Address: _____ Street    Apt. No.                      City                      State                      ZIP					
Home Telephone: (    ) _____			Daytime Telephone: (    ) _____		
E-mail: _____			Check if under age 18 <input type="checkbox"/>		
Job Number and Position Applying for: _____				Date Available: _____	
Pay Expected: _____			Available: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary		
Legally Eligible to Work In U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No			Alien Registration Number: _____		
Previously Employed by ACS or Subsidiary? <input type="checkbox"/> No <input type="checkbox"/> Yes			If yes, name and location of entity and dates worked: _____		

### EDUCATION AND FORMAL TRAINING

School	Name of School City, State	Course of Study	Check Last Year Completed				Graduated?  <input type="checkbox"/> Yes <input type="checkbox"/> No	Diploma, Degree, or Certificate Received?
			1	2	3	4		
High School			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
College			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Other (Specify)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Other education, skills, licenses, professional registrations, or qualifications:

**EMPLOYMENT HISTORY – THIS SECTION MUST BE ENTIRELY COMPLETED.**

**Below, list ALL paid or unpaid work experience for the past 15 years, beginning with the most current or most recent job.** Include military experience. Describe each job separately, emphasizing your specific duties and responsibilities including management, supervisory, or other leadership roles. Explain significant breaks in your work experience. If more space is required, attach additional sheets.

Employer:		Dates (mm/dd/yy): From: _____ To: _____	
Address:		<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time
Position Held:		May we contact employer? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Reason for Separation:			
Supervisor's Name:		Telephone Number:	
Starting Pay: \$ <input type="checkbox"/> Hourly <input type="checkbox"/> Annually		Ending Pay: \$ <input type="checkbox"/> Hourly <input type="checkbox"/> Annually	
Duties/Responsibilities:			

Employer:		Dates (mm/dd/yy): From: _____ To: _____	
Address:		<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time
Position Held:		May we contact employer? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Reason for Separation:			
Supervisor's Name:		Telephone Number:	
Starting Pay: \$ <input type="checkbox"/> Hourly <input type="checkbox"/> Annually		Ending Pay: \$ <input type="checkbox"/> Hourly <input type="checkbox"/> Annually	
Duties/Responsibilities:			

### Employment History – Continued

Employer:		Dates (mm/dd/yy):	
		From:	To:
Address:		<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time
Position Held:		May we contact employer? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Reason for Separation:			
Supervisor's Name:		Telephone Number:	
Starting Pay: \$ <input type="checkbox"/> Hourly <input type="checkbox"/> Annually		Ending Pay: \$ <input type="checkbox"/> Hourly <input type="checkbox"/> Annually	
Duties/Responsibilities:			

Employer:		Dates (mm/dd/yy):	
		From:	To:
Address:		<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time
Position Held:		May we contact employer? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Reason for Separation:			
Supervisor's Name:		Telephone Number:	
Starting Pay: \$ <input type="checkbox"/> Hourly <input type="checkbox"/> Annually		Ending Pay: \$ <input type="checkbox"/> Hourly <input type="checkbox"/> Annually	
Duties/Responsibilities:			

**(Use additional sheets for work history if necessary.)**

### DRIVER'S LICENSE REQUIREMENTS

Some positions require a valid driver's license. If you currently have a valid driver's license (from any state), please fill in the blanks below. If the position requires a Commercial Driver's License (CDL), successful candidates will fill out an additional form with their recruiter.

Driver's License Number:	State of Issue:	Expiration Date:
Has your driver's license ever been suspended or revoked for any reason? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain when, where, and why:	

### CONVICTIONS/CRIMINAL HISTORY/BACKGROUND CHECKS

Have you ever been convicted of any violation of the law, other than for minor traffic violations? (A DWI/DUI must be listed.) <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes</b> If "Yes", Please explain below. <i>(Disclosing information about convictions will not result in automatic disqualification for consideration for employment.)</i>

### COMPUTER KNOWLEDGE

	Software (be specific):	Hardware (i.e., IBM, MAC)
Word Processing:		
Spreadsheets:		
Database:		

List three references (other than relatives) who have knowledge of your work experience and abilities:	
Name:	Phone (    )
Name:	Phone (    )
Name:	Phone (    )

Do you currently have relatives working for any of the ACS companies, including ACS Wireless, ACS Long Distance and ACS Internet?

Yes  No

If "Yes," Company:

Relationship:

Work Location:

How did you learn of this position?  Newspaper Advertisement  ACS Website  Job Hotline  Friend

ACS Employee: \_\_\_\_\_  Walk-in  Other: \_\_\_\_\_  
(Please provide name) (Please specify)

### CERTIFICATION

- I certify that I have answered truthfully and have not knowingly withheld any information in my application or during any interview(s).
- I understand that any false information or misrepresentation will result in my being eliminated from further consideration or, in the case I am employed by ACS Media, or one of its subsidiaries, may result in my immediate discharge at any time during my employment.
- I understand that ACS Media is an at-will employer. This means that the company or I can terminate the employment relationship at any time, with or without cause. Conditions of employment for represented employees are governed by the Collective Bargaining Agreement.
- I understand that I do not have an agreement for employment for any specified period of time and that no company representative with whom I may have interviewed with has the authority to make such an agreement or any contrary agreement.
- I authorize confirmation of all statements on this application for employment as may be necessary in arriving at the employment decision.
- I release ACS Media and any previous employers and supervisors from liability for any claims or injuries that may result from furnishing information to ACS Media.
- I understand that pre-employment testing for various computer and administrative skills may be required as a condition of hire.
- I understand that ACS Media requires a negative drug test result as a condition of hire.
- In consideration of my employment, I agree to abide by ACS Media operating guidelines, rules, policies and procedures, and the IBEW Collective Bargaining Agreement (if I am a member of the IBEW), each of which may change from time to time.

Signature:

Date:

**AN EQUAL OPPORTUNITY AND AN AFFIRMATIVE ACTION EMPLOYER**



## VOLUNTARY AFFIRMATIVE ACTION DATA SHEET

We ask that all applicants fill out this form, but it is not required to obtain employment. This information is used to comply with Federal, State, and local fair employment practice laws. This information will be maintained separately, in a confidential file, from the application form. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, age, disability, veteran status, marital status, pregnancy, or parenthood. Inquiries concerning the application of the Federal, State, and local regulations may be directed to ACS Media Equal Employment Opportunity Office, 3601 C St., Suite 1424, Anchorage, AK 99503, telephone number (907) 297-3065.

**Name:** \_\_\_\_\_  
**Last**
**First**
**MI**

**Today's Date:** \_\_\_\_\_ **Job No.:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

Date of Birth:	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Disabled:	<input type="checkbox"/> Yes <span style="float: right;"><input type="checkbox"/></span>
Race:	<input type="checkbox"/> White (W)
	<input type="checkbox"/> African American (Black) (B)
	<input type="checkbox"/> Alaska Native/American Indian (N)
	<input type="checkbox"/> Asian/Pacific Islander (A)
	<input type="checkbox"/> Hispanic (H)
	<input type="checkbox"/> Other (O)
Veteran Status:	<input type="checkbox"/> Disabled (30% or more) (DV)
	<input type="checkbox"/> Vietnam-era (at least six months' service between 8/5/65 and 5/7/75 (VEV)
	<input type="checkbox"/> Veteran (VET)