



CONTACT INFORMATION:

Ketchikan (907) 225-5141 FAX 907-225-2340
Juneau (907) 789-9501 FAX 907-789-7989
Petersburg (907) 772-4780 FAX 907-772-4212
Skagway (907) 983-2900 FAX 907-983-2981
Wrangell (907) 874-2010
www.temscoair.com

APPLICATION FOR EMPLOYMENT

NOTICE - FAA DRUG TESTING: To the extent required by FAA regulations, TEMSCO Helicopters, Inc. tests employees for alcohol and the following 5 controlled substances: PCP, Cocaine, Amphetamines, Marijuana, and Opiates. All employees are tested prior to employment. Applicants may be subject to background check and criminal records check.

Applicant's signature: \_\_\_\_\_

TEMSCO Helicopters, Inc. is an equal opportunity employer, which does not discriminate in employment based on race, age, color, sex, religion, national origin, or other protected classification including disability or handicap.

PLEASE WRITE CLEARLY IN INK, OR TYPE RESPONSES

Name \_\_\_\_\_
Last First Middle

Address \_\_\_\_\_
Street Apt.# City State Zip

Email \_\_\_\_\_ Date of Birth (mm/dd/yyyy) \_\_\_\_/\_\_\_\_/\_\_\_\_

Driver License Number and State \_\_\_\_\_ CDL? \_\_\_\_ Yes \_\_\_\_ No

Cell ( ) \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_

Have you ever used another name than the one listed above? \_\_\_\_\_

If yes, under what circumstances? \_\_\_\_\_

Emergency contact \_\_\_\_\_ ( ) \_\_\_\_\_
Name Relationship Telephone

Have you ever been previously employed by TEMSCO Helicopters, Inc.? \_\_\_\_ Yes \_\_\_\_ No
If so, when? \_\_\_\_\_

Referred by: \_\_\_\_\_ Relationship: \_\_\_\_\_

Have you been convicted of a felony in the last ten years? \_\_\_\_\_ (Conviction will not necessarily disqualify an applicant for employment.) If yes, describe conditions: \_\_\_\_\_

Position applying for \_\_\_\_\_ Wage or Salary desired: \_\_\_\_\_

TEMSCO Helicopters Base Location: \_\_\_\_ Juneau \_\_\_\_ Skagway

Are there any hours, shifts, or days you cannot or will not work? \_\_\_\_\_

Are you willing to accept overtime as required? \_\_\_\_ 1st Day Available to Work \_\_\_\_\_ Last Day \_\_\_\_\_

Can you establish that you will be lawfully employed in this country because of citizenship or immigration status? (Proof of citizenship or immigration status will be required upon employment.) \_\_\_\_\_

Are you 18 years of age or older? \_\_\_\_ Yes \_\_\_\_ No
Do you have a valid driver's license? \_\_\_\_ Yes \_\_\_\_ No
Do you have a current CPR/First Aid Certificate? \_\_\_\_ Yes \_\_\_\_ No

## EDUCATION

NAME AND LOCATION OF SCHOOL	Highest Grade Completed	Did you Graduate?	Year Degree Received	Major or Degree Received
High School:	9 10 11 12			
College/University:	13 14 15 16			
College/University:	13 14 15 16			
Other Training/Education:				

## EMPLOYMENT WORK HISTORY

<p>Most Recent or Present Employer: _____ ( ) _____ Telephone</p> <p>Address: _____ Street City State Zip</p> <p>Dates of Employment: _____ Position: _____</p> <p>Name of Supervisor: _____</p> <p>Reason for Leaving: _____</p>
<p>Most Recent or Present Employer: _____ ( ) _____ Telephone</p> <p>Address: _____ Street City State Zip</p> <p>Dates of Employment: _____ Position: _____</p> <p>Name of Supervisor: _____</p> <p>Reason for Leaving: _____</p>
<p>Most Recent or Present Employer: _____ ( ) _____ Telephone</p> <p>Address: _____ Street City State Zip</p> <p>Dates of Employment: _____ Position: _____</p> <p>Name of Supervisor: _____</p> <p>Reason for Leaving: _____</p>

How did you hear about TEMSCO (Personal friend, Website, Newspaper?)

Space provided for additional information.

**COMPANY POLICIES:** Applicant's Certification and Agreement: I certify that the facts set forth in this Application of Employment are true and complete to the best of knowledge. I understand that if I am employed, omission information or false statements on this application or during any Company investigation may result in my dismissal. I authorize the Company to make an investigation of any of the facts set forth in this application.

I understand that employment at TEMSCO Helicopters, Inc. is "at will", which means that either I or the company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by law. All employment is continued on that basis, unless a different employment relationship is established, in writing, signed by the Company president. If employed, I understand that I am required to abide by all Company rules and regulations, which the Company may change or establish at its discretion.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## POSITIONS AVAILABLE FOR SEASONAL EMPLOYMENT

**Tour Attendants:** Entry-level position where most first year employees will begin working. Stationed at helicopter base, main responsibilities include greeting passengers, outfitting them with boots, presentation of safety information, assisting passengers on and off helicopters.

**All Purpose:** Duties are varied, depending on need, but may include working as a Tour Attendant, Bus Representative, Bus Coordinator, Expeditor, Receptionist and Glacier Guide Assistant. Must have current CPR/Basic First Aid cards to qualify for glacier work.

**Dock Representatives:** Work on the docks downtown as a coordinator between ship sales staff and TEMSCO base.

**Reception:** Working at heliport taking reservations, answering phones, faxes, data entry, occasional loading of passengers into aircraft and/or van runs. Collect payment, manifest walk-in customers and keep expeditor schedule updated. This position requires organization and the ability to handle many tasks at one time.

**Flight Followers:** Prior experience with TEMSCO Helicopters or with radio communication is an advantage. Responsibilities include but not limited to: flight following, coordination of communication between all sites of operation, data entry and precise record keeping.

**Glacier Guide:** Responsible for supervising guest's activities while on the ice. Present basic glacier information. This position will assist the lead guide in all areas of the glacier operation. Majority of time is spent out in the elements. Must have current CPR and First Aid certificates.

**Expeditor:** Will transport passengers, bus reps, and dock reps to and from the heliport. Must be courteous, prompt and have a safe and current driving record. Should also be familiar with Juneau area. Will be responsible for daily upkeep and fueling of vans.

**Bus Representatives:** Should be friendly, outgoing, and enthusiastic. Assist dock reps with loading passengers onto buses. collect all information from them for aircraft manifests and in general give our guests a warm welcome to TEMSCO Helicopters, Inc.

***For further information please contact our Juneau office at 907-789-9501 or toll free 1-877-789-9501. Email Juneau application & resume to [info@temscoair.com](mailto:info@temscoair.com)***

***For positions in Skagway please call 907-983-2900 or toll free 1-866-683-2900. Email Skagway application & resume to [Skg\\_staff@temscoair.com](mailto:Skg_staff@temscoair.com)***