

NANA Services' Antarctica Project

**FOLLOWING DIRECTIONS IS A CRUCIAL PART OF THIS PROJECT,
SO PLEASE READ EVERY INSTRUCTION BELOW CAREFULLY.**

We can **only** accept Microsoft products, Adobe, TIFF, or JPEG scans sent by email. We do not have compatible software for other products not listed.

- 1) *We only need one application per person per season.* You may list more than one job title (for which you are qualified) in the application on the designated line.
- 2) Please use clear flowing **black ink** when completing the paperwork. Other colors and pencil do not scan or fax well and many applications are unreadable to us.
- 3) *We do not have an interactive application yet, so we are unable to accept "electronic" signatures.* Your hand-written signature is required in each space provided for it.
- 4) Print and complete an application. List the job title/s for which you meet the minimum qualifications and want to be considered in the space on Page One.
- 5) *Applications that list "any job", "any opening", "you decide", "whatever is available", or that list an entire department and not a specific position title, are incomplete and unacceptable.*
- 6) *Applications sent with blank or incomplete Employment History pages (no descriptions/no dates) are incomplete and unacceptable.* Resumes do not replace the required information.
- 7) You are welcome to send your resume along with Part One of your completed application.
- 8) We need you to return the Application and the Four Questions Form as Part One and then separately, send us the Equal Employment Opportunity Form (EEO) as Part Two.
- 9) The two parts of your application packet may be scanned (separately) and then sent to recruiting@nanaservices.com in one email, or sent individually in separate emails.
- 10) If you are faxing the two parts, they need to be sent in separate faxes. Our fax number is 1-253-661-7189.
- 11) *We are unable accept application materials sent by regular mail or other non-electronic means.* Due to the nature of the Antarctica program, we must communicate with all applicants by email, fax, and phone. Personal email addresses and phone numbers are required; equipment is optional. Most interested applicants without personal electronics will find a family member, friend, a library, internet coffee shop, or a local UPS/Kinko's to assist with the process.

PLEASE CHECK THE QUESTION & ANSWER BROCHURE LINK

Since we are not available to take informational phone calls, you will find answers to the questions about the application and hiring process, on how decisions are made, the medical and dental requirements, payroll and benefits, getting to the Ice, life after you are there, and much more.

Thank you for your interest!

NANA SERVICES' ANTARCTICA APPLICATION FOR EMPLOYMENT

Return only by to fax: (253) 661-7189 or by email to recruiting@nanaservices.com. DO NOT MAIL IT.

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

Titles of position/s are you applying: _____

Check the **season** for which you are applying, as only one will be considered: **Winter (Feb-Oct)** _____ **Summer (Oct-Feb)** _____

This project is seasonal shift work for six days per week done in Antarctica. **Please initial** _____ **Wage expectations:** _____

Have you previously applied or been employed by NANA Services, LLC. **NO** ___ If **YES**, when: _____

Have you worked for any other NANA organization, subsidiary, or joint venture? **NO** ___ If **YES**, when: _____

Will visa or immigration status prevent lawful employment? **NO** ___ **YES** ___ (Proof of right to work in the U.S. is required if you are hired.)

Are you 18 years or older? **YES** ___ **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? **NO** ___ **YES** ___ If yes, please indicate the date and the nature of the offense. _____

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 - DO NOT write “SEE RESUME” or send a resume in replacement for this form. Read carefully, write clearly, and complete all required sections. Starting with your most recent or current job, list all past employers for at least the PAST TEN YEARS (emphasize all experience applicable to desired position).

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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DESCRIBE YOUR JOB DUTIES					
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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	
DESCRIBE YOUR JOB DUTIES					
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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	
DESCRIBE YOUR JOB DUTIES					
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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	
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	

If additional space is needed to list all employers, print another copy of the "Employment History" page and included it with the 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 September 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 U.S. permanent resident.
- You must have a valid U.S. 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 are dorm-style. All first year employees normally have three roommates. Some of the employees working at the South Pole station have individual rooms and many do not. 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: _____
Signature of Applicant

Printed Name of Applicant

Date

SEND THIS FORM SEPARATELY FROM THE APPLICATION PACKET

EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION (EEO-AA)

To the extent that NANA Services, LLC is 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 Your 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.

TELL US HOW YOU LEARNED ABOUT THE ANTARCTICA PROGRAM: _____

SIGNATURE:

DATE: