



Dear Applicant,

Please find enclosed the following Peter Pan Seafoods forms that must be completed as part of our application process:

**Application for Employment  
Disclosure and Authorization of Consumer Report**

This Disclosure and Authorization of Consumer Report form is required so that we can complete a check of your criminal history.

We do not check credit history as part of this application process.

Employment will be refused for the following reasons:

- 1) Failing to disclose prior convictions or other falsification of application materials.
- 2) Note that a conviction is not an automatic bar to employment. However, given the nature of our operations, we generally consider recent convictions (or prison releases) involving crimes of violence, sex crimes, or crimes involving dishonesty or breach of trust disqualifying.  
Illustrative examples include:
  - a. Conviction of one or more violent acts, including but not limited to: assault, murder, or battery.
  - b. Convictions of child molestation or abuse, prostitution, or patronizing a prostitute.
  - c. Theft, robbery, forgery, or identity theft.

We have also enclosed two informational sheets—a General Information Fact Sheet and a Drug and Alcohol Policy Summary and Compliance Statement Sheet.

Applicants interested in employment at our King Cove, AK facility, please mail or fax completed forms to the following address:

Peter Pan Seafoods, Inc.  
Attn: Michael Woodard  
2200 6<sup>th</sup> Ave. Suite 1000  
Seattle, WA 98121-1820  
Fax: (206) 770-2694

Applicants also are required to undergo a pre-employment drug test, and as the last of the application process, a physical exam. Please also remember that if you are offered employment, you will need to complete an I-9 Form and present documentation of your identity and authorization to work in the United States.

Thank you for your interest in our company.

Peter Pan Seafoods, Inc  
P.O. Box 16  
King Cove, AK 99612  
907-497-2234  
206-770-2694 Fax or 907-497-2242 Fax



Dear Prospective Employee,

Thank you for your interest in working at Peter Pan Seafoods King Cove, Alaska facility.

Personnel are hired for three different processing seasons:

**Winter Season:** Pacific Cod, Pollock, Snow Crab, Halibut, and Black Cod. Employees must be available for work from January 1 through April 30. The actual length of the season will depend on the availability of product.

**Summer Season:** Salmon, Pacific Cod, Pollock, Halibut, and Black Cod. Employees must be available for work from June 1 through October 1. The actual length of the season will depend on the availability of product.

**Fall Season:** Pollock, Pacific Cod, King Crab, Halibut, Black Cod. Employees must be available for work from September 1 through December 15. The actual length of the season will depend on the availability of product.

- The company provides transportation from Anchorage or Seattle.
- Return transportation is provided if the employee finishes the season. Employee will be responsible for cost of ROUND TRIP airfare if season is not completed.
- Room, board, laundry facilities rain gear, boots, and work gloves are provided by the company.
- Working hours will vary from as much as 18 hours a day, seven days a week, to very few hours per week. Working hours are dependent on availability of product.
- Starting wage for production employees is 9.75 per hour, 14.63 per hour for overtime.

**Contact:**

Peter Pan Seafoods, Inc.  
Attn: Michael Woodard  
Email: michaelw@ppsfc.com  
206-770-2694 Fax

**Or you may contact:**

Alaska Fisheries Division – United Industrial Workers  
721 Sesame St., Suite 1C  
Anchorage, AK 99503  
Phone: 907-561-4988

**Or you may contact:**

Mr. Isagani Angeles  
Inland Boatmen's Union/International Longshoremen's and Warehousemen's Union, Region 37  
Fishermen's Terminal  
1711 W. Nickerson St., Ste. D  
Seattle, WA 98119  
Phone: 206 284-6001 ext. 19

**All applicants are required to complete and return the enclosed Application form and the Disclosure and Authorization of Consumer Report form. Our application process includes a criminal history background check, a pre-employment drug test, and after a conditional offer is made, a physical exam. In addition, drug testing during employment will be conducted at King Cove.**

PETER PAN SEAFOODS, INC.  
P. O. BOX 16  
KING COVE, ALASKA 99612  
907-497-2234  
206-770-2694 Fax



## **GENERAL INFORMATION FACT SHEET**

Peter Pan Seafoods intends to create and maintain a work environment that will satisfy both your personal goals and the objectives of the Company. For most people, living and working in a remote cannery location is very different from any other situation they will likely encounter. At the height of any processing season, for example, it takes the full efforts of all personnel to keep up with the steady supply of incoming fish and maintain 24-hour production. This means demanding, long hours for everyone, constant noise, cramped quarters with little or no privacy, fatigue, physical discomfort and boredom.

As an employee you may be required to do many different jobs, such as stacking boxes, cleaning fish or lifting heavy trays. All the positions require physical stamina, but few positions require creative thought or imagination. The work is tiring and monotonous, and you may have to work as many as sixteen or more hours every day for six or more weeks with no days off.

Processing fish is wet, cold and unpleasant work that requires constant repetition of movement. You will be working with dead fish while standing in uncomfortable boots and heavy rain gear. Your clothes and skin may become soaked with fish and fish by-products. These are aspects of the job you will deal with on a daily basis while we are processing fish. Working in a fish cannery is not an experience for everyone, and everyone should understand his or her limitations.

At any production location, privacy and order are at a premium. It is especially important to maintain high standards of consideration and cleanliness, both on the job and in the small quarters you will share with at least one roommate. Space for storing personal belongings is limited, and we ask that you leave your valuables at home so that they are not stolen or damaged. Peter Pan Seafoods is not responsible for any personal property that you bring to the facility. Every employee will be required, upon request, to submit to a search of his or her personal property, including, but not limited to, quarters and storage spaces.

Roundtrip transportation from Seattle is furnished, **PROVIDED YOU COMPLETE THE SEASON.** If you fail to complete the season, you will be responsible for the cost of your ROUND TRIP ticket. The Plant Manager is the sole authority as to when the season is over and when you have completed your seasonal obligations. "Season's End" varies depending on the fish runs. Room and Board is provided without charge. The Company provides all linen and laundry facilities are available. Bring warm clothing including: sweat pants, sweat shirts, long underwear, and lots of socks. Remember you will be working in a cold, wet environment and you need to dress accordingly. A general store is available for personal items: candy, cigarettes, etc. Peter Pan Seafoods provides exterior raingear including boots, aprons and gloves.

If you are hired, you can receive mail at the address listed below:

### **YOUR NAME**

PETER PAN SEAFOODS, INC.

P. O. Box 16

King Cove, AK 99612

Telephone messages can be left for you at: 1-907-497-2234

**PETER PAN SEAFOODS, INC.**  
**DRUG AND ALCOHOL POLICY**  
**SUMMARY AND COMPLIANCE STATEMENT**

I understand that as an employee of Peter Pan Seafoods, Inc., I am subject to the Company's Drug and Alcohol policy. I understand the Company strictly prohibits the use of any illegal drugs, being under the influence of or possessing illegal drugs and working under the influence of alcohol or misusing alcohol while on Company premises (including Company housing). I understand that the following is a summary of the Company's policy regarding drugs and alcohol and I agree to comply with all aspects of the complete policy.

- The Company prohibits the use, possession, or sale of any illegal drugs, alcohol, or drug related paraphernalia on Company premises or in Company vehicles. The Company further prohibits alcohol intoxication or alcohol misuse on Company premises or in Company vehicles.
- No employee shall report to or work while impaired by any drug or alcohol. No employee shall, at any time during their employment with the Company use or be impaired by illegal drugs. Additionally, the Company prohibits employees from being impaired by alcohol during working hours or while on Company premises.
- No employee shall report to or work while using any legally obtained controlled substance that may cause impairment during working hours, without prior approval from a licensed medical practitioner.
- The Company has an extensive drug and alcohol testing program. All employees are subject to testing under specific circumstances. Testing conditions include initial, pre-employment, post accident, return to work, follow-up and random. Failure to submit to any required drug testing is a willful violation of Company policy and will result in termination.
- Employees will be provided the opportunity to discuss positive drug test results with a licensed medical review officer.
- The Company will help where it can and encourages any employee who feels that they have an alcohol or substance abuse problem to seek assistance through the Company's employee assistance program prior to any other discovery by the Company that the employee has violated this policy.
- An employee found in violation of any part of this policy including testing positive for drugs or alcohol, shall be subject to disciplinary action up to, and including, immediate termination. Beyond facing termination employees found to be possessing, transporting or selling any illegal drug(s) in Company vehicles or premises, may also face criminal prosecution.
- The Company may disclose information to the employee or to the decision maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the employee and arising from the results of an alcohol test or drug test administered by the Company or from the Company's determination that the employee engaged in conduct prohibited by this policy (including, but not limited to, a worker's compensation, unemployment compensation, or other proceeding).
- As a condition of employment all employees shall abide by the Company's Drug and Alcohol Policy. Employees violating this Policy are subject to disciplinary action, including discharge.

**I am aware that this Drug and Alcohol Policy Summary and Compliance Statement is a summary of the Company's Drug and Alcohol Policy and that my failure to comply with any part of that policy (which is posted in common areas) may result in my immediate discharge. I acknowledge receiving, reading and understanding this Summary and I agree to follow the rules and comply with all testing conditions in the full policy.**

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(Employee Signature)

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(Printed Name)

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(Date)

# APPLICATION FOR EMPLOYMENT

Home Office: THE TENTH FLOOR  
2200 SIXTH AVENUE  
SEATTLE, WA 98121-1820  
206.728.6000 / 206.441.9090 FAX



**Email Address:** \_\_\_\_\_

(Please Print)

Last Name	First	Middle	Phone No.
Street Address	City	State	Zip

Peter Pan Seafoods, Inc. is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, sex, sexual orientation, national origin, citizenship status, age, marital or veteran status, disability, genetic information, or any other legally protected status under applicable federal or state law.

Position(s) Applied For	Rate of Pay Expected	Date Available for Work
Are you Legally Entitled to Work in the U.S.? Yes _____ No _____ (Proof of Citizenship or immigration status will be required upon employment)	Were You Previously Employed By Us? Yes _____ No _____ If Yes, When and Where? _____	Can You Work? Full Time _____ Part Time _____ Overtime _____
List any Skills or Qualifications which you feel qualify you to work with our organization:		

## EDUCATION

NAME AND ADDRESS OF HIGH SCHOOL	DEGREE/DIPLOMA	
	COURSE OF STUDY	
	Circle Last Year Completed	
	1    2    3    4	
NAME AND ADDRESS OF TRADE SCHOOL OR COLLEGE	DEGREE/DIPLOMA	
	COURSE OF STUDY	
	Circle Last Year Completed	
	1    2    3    4	

ATTACH ADDITIONAL PAGES IF NESSESSARY

Have you been convicted of a crime or released from prison within the last 10 years? If yes, please explain. Include conviction(s), court(s), state(s), year(s). ( A conviction is not necessarily a bar to employment.): \_\_\_\_\_

## EMPLOYMENT EXPERIENCE

Employer 1:	Employed From _____ To _____
Address	Ending Salary
Telephone Number(s)	Work Performed
Job Title	Supervisor
Reason for Leaving	

Employer 2:	Employed From _____ To _____
Address	Ending Salary
Telephone Number(s)	Work Performed
Job Title	Supervisor
Reason for Leaving	

Employer 3:	Employed From _____ To _____
Address	Ending Salary
Telephone Number(s)	Work Performed
Job Title	Supervisor
Reason for Leaving	

ATTACH ADDITIONAL PAGES IF NECESSARY

### THIS SECTION TO BE COMPLETED ONLY IF YOU ARE APPLYING FOR WORK IN ALASKA

Our seafood plants in Alaska are located in remote, and often isolated sites where only **limited** medical care is available. Therefore, please give careful consideration to these essential job functions:

Are you available to work all hours and/or shifts including overtime?      Yes \_\_\_\_\_ No \_\_\_\_\_

Are you available to work every day, Monday through Sunday?      Yes \_\_\_\_\_ No \_\_\_\_\_

Are you age 18 or older?      Yes \_\_\_\_\_ No \_\_\_\_\_

### CONDITIONS OF EMPLOYMENT

(please read carefully before signing)

Peter Pan Seafoods, Inc. believes and follows the principal of nondiscrimination in employment and intends to comply with applicable Federal, State and other applicable laws concerning equal employment opportunities.

The facts set forth in my application for employment are true and complete. I understand that if employed, false or incomplete statements on this application shall be considered sufficient cause for dismissal.

You are hereby authorized to make any investigation of my education and work history, and I agree to authorize all persons, schools, companies, or other organizations to supply information concerning my background.

I understand that nothing contained in this employment application, or in the granting of an interview, is intended to create an employment contract between Peter Pan Seafoods, Inc. and me for either employment or for providing of any benefit

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant



## **DISCLOSURE AND AUTHORIZATION OF CONSUMER REPORT – PAGE 1**

Peter Pan Seafoods, Inc. may request a “consumer report” or an “investigative consumer report” from/through Background Checks, Inc., P.O. Box 1466, Bothell, WA 98041-1466, for the purpose of evaluating you for employment, and/or, if hired, for promotion, reassignment, and retention or other employment related purposes. A “consumer report” is based on public records sources; an “investigative consumer report” would also include personal interviews with your neighbors, friends or associates.

A report may contain information on any criminal convictions, verify your residence addresses, education record, and/or social security number, search social network sites, blogs or other information available on the Internet, or make inquiries about your character, general reputation, personal characteristics and/or prior employment.

Under the Fair Credit Reporting Act (“FCRA”), if information in such a report is relied on to make an adverse employment decision, before the decision is final, you will be provided with a copy of the report along with a description of your rights under the FCRA.

If an investigative consumer report is requested, you have the right to request, in writing, within a reasonable time, that we make a complete and accurate disclosure of the nature and scope of the investigation we requested. Such disclosure will be made to you within 5 days of the date on which we receive the request from you, or within 5 days of the time the report was first requested, which ever is later in time.

### **AUTHORIZATION**

I authorize Peter Pan Seafoods, Inc. to obtain “consumer reports” (including “investigative consumer reports”) about me for the purposes of evaluating me for employment, promotion, reassignment, retention or other employment related purpose.

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Signature

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Print Name

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Date

DISCLOSURE AND AUTHORIZATION OF CONSUMER REPORT – PAGE 2

**For Company Use Only**

**Company: *PETER PAN SEAFOOD***

Date: \_\_\_\_\_

**Co. Representative: Michael Woodard**

**Company Rep. Contact Number: 907-497-2234**

Applicant Name: \_\_\_\_\_  
(Please print clearly) (Last) (First) (Middle Name)

Applicant Maiden Name/ Alias (list all): \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Drivers License # \_\_\_\_\_ State \_\_\_\_\_

Email address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ -- \_\_\_\_\_ -- \_\_\_\_\_ Place of Birth \_\_\_\_\_  
(Month) (Day) (Year)

Height \_\_\_\_\_ Weight \_\_\_\_\_ Hair color \_\_\_\_\_ Eye color \_\_\_\_\_ Race \_\_\_\_\_ Sex(M/F) \_\_\_\_\_

Have you been convicted of a crime or released from prison within the last 10 years? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If **yes**, please explain. Include conviction(s), court(s), state(s), years(s):  
Please note: A conviction is not necessarily a bar to employment.

\_\_\_\_\_  
*DATE COUNTY STATE CRIME*

\_\_\_\_\_  
*DATE COUNTY STATE CRIME*

**Current Phone# Current Street Address City State County**

(\_\_\_\_) \_\_\_\_\_

List below addresses at which you have lived in the past seven years, with dates.

**FromToPrevious Street Address City State County**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_