



## **Employment Applicant Guidelines**

### **NO PHONE CALLS PLEASE**

- **Applications must be complete. We do not accept resumes without an application attached.**
- **Applications are only accepted for positions that are currently open.**
- **Applications must state the position being applied for.**
- **Please make sure to include your home phone number and a message number on your application. If your application is selected for an initial interview you will receive a phone call to arrange that appointment.**
- **PA&E is International Trade in Arms Regulations (ITAR) compliant based upon the requirements that govern these regulations we are required to identify the citizenship of all of our employees.**
- **If you are not selected and would like to be considered for a different position, you must resubmit an application for that position.**
- **Due to heavy volume of applications received by Pacific Aerospace & Electronics, Inc., we will no longer respond to phone calls regarding the status of an application.**
- **You may submit applications via:**

**Mail:           Attn: Human Resources Department  
Pacific Aerospace & Electronics, Inc.  
434 Olds Station Road  
Wenatchee, WA 98801**

**Fax:            Attn: Human Resources Department  
1-509-667-5311**

**E-mail:        HR@pacaero.com**