# SERVING THOSE WHO SERVE

# Find your opportunity



DISTRIBUTION









The Exchange is an Equal Opportunity Employer





Get In Touch!

3911 S. Walton Walker Blvd, Dallas, Tx 75236 hrsc@aafes.com

**New Hires** 

Click here for in-processing

**Shop Us** 

www.shopmyexchange.com



# **HOURLY OPPORTUNITIES**



**APPLY NOW** 

The Exchange offers a wide variety of hourly positions in our retail and food facilities around the world.

Retail operations include Main Stores, Express facilities, Military Clothing Stores, as well as several specialty stores.

The Exchange runs more than 1,300 restaurants, which includes brand names such as Starbucks, Taco Bell, Burger King and Popeye's, and many others.

We offer flexible work schedules, food discounts, a great benefits package, training, career advancement and development opportunities, and more.











For maximum flexibility, the Exchange offers a variety or scheduling categories:

- Regular full-time positions work 35-40 hours per week.
- Regular part-time positions work 20-34 hours a week.
- Intermittent positions work various hours per week

Our basic employment requirement is that you have a passion for providing excellent customer service and the desire to serve those who serve!



Job search ApplyMyExchange Hourly Management Corporate Distribution **Current Associates** 

Sign In

#### Welcome Applicant!

This site is intended to provide an opportunity for **new applicants** to express interest in positions available at the Exchange.



### Search from over 442 opportunities

Search job opportunities that match your interests

Title, Category, Vacancy #, Keyword

Search location

location

Search

**Advanced Search** 

## Most recent jobs posted

H-001189-2019

#### FOOD SERVICE WORKER

United States - Texas - Lackland AFB Intermittent

UNDER DESIGNATED SUPERVISION, PREPARES AND SERVES SIMPLE More FOODS AND BEVERAGES. MAY OPERATE AN OVEN, DEEP-FAT FRYER, OR OTHER KITCHEN EQUIPMENT IN A SITUATION WHERE SET PROCEDURES ARE FOLLOWED AND WHERE COOKING SKILLS ARE NOT INVOLVED. THIS POSITION REQUIRES ASSOCIATE TO BE FRIENDLY AND PASSIONATELY FOCUSED ON DELIVERING A PERSONALIZED CUSTOMER EXPERIENCE. 1. IN A FOOD ACTIVITY OTHER THAN A PORTABLE/STATIONARY SNACK STAND OR MOBILE PUSH CART, PERFORMS THE FOLLOWING: A. SERVES ONE OR MORE ITEMS OF FOOD SUCH AS SALADS, MEATS, VEGETABLES, PIZZA, GRILLED ITEMS, SANDWICHES, DESSERTS, ICE CREAM, AND BEVERAGES AT A COUNTER OR STEAM TABLE. B. PREPARES SIMPLE SALADS, COFFEE, AND TEA. C. REPLENISHES FOOD AT SERVING STATIONS. D. MAY PREPARE AND WRAP SANDWICHES. MAY WASH, PARE, AND CUT VEGETABLES AND FRUITS. E. MAY MAKE AND SERVE FOUNTAIN ITEMS SUCH AS BANANA SPLITS, SUNDAES, MILK SHAKES, SODA, ETC. F. MAY BE REQUIRED TO DECORATE ICE CREAM PARTY FAVORS USING STANDARD DECORATING PATTERNS. G. MAY PREPARE PIZZA TO ORDER BY ADDING SAUCE, CHEESES, MEATS, ETC., TO A PURCHASED CRUST OR SELECT A FROZEN PIZZA AND COPK IN AN OVEN, E.G., PIZZA, MICROWAVE, OR









Or

Fields marked with an asterisk (\*) are required.

\*Username

\*Password

Forgot	Username

or Password?

Sign in

Don't have an account yet?

#### Access/Create Your Profile

You may use this feature to send vour resume/CV without submitting to a specific job.

Submit

resume/CV

# **MANAGEMENT OPPORTUNITIES**



Our managers dedicate every day to improving the customer experience, striving for operational excellence in every area from training new associates to reaching new financial goals. We are a company that grows with you, offering several programs dedicated to the development and advancement of our associates. We also reward leadership and dedication with a top-rated benefits package.

If an associate is open to relocation opportunities, the Exchange mission offers opportunities at Exchange facilities around the world. Not ready to pack your bags? No worries. We have plenty of opportunities available that don't come with a new zip code. Whether in your hometown or a new location, working with the Exchange will be an adventure.

Apply Now







The Exchange is an Equal Opportunity Employer







Distribution Current ApplyMyExchange Hourly Management Corporate

Associates Candidate Zone > Sign Out

## **Welcome Applicant**

The Exchange is more than just the workforce of tomorrow and a great place to work, it's a family. When you ask associates how long they've worked for the Exchange, the most common answer is somewhere between 15 and 25 years. That's because the Exchange strives to meet the diverse needs of you, our associates, and your family by offering a wide range of opportunities, benefits, training and more.



# Search from over 34 opportunities

Search job opportunities that match your interests

Title, Category, Vacancy #, Keyword

Search location

Location

Search

Advanced Search

# Most recent jobs posted

H-003807-2019 ADMIN TECH I

Germany - - Sembach

Regular Full Time

PERFORMS ADMINISTRATIVE DUTIES TO SUPPORT THE GOALS AND OBJECTIVE... More

# CORPORATE OPPORTUNITIES



The Exchange is headquartered in Dallas, Texas, employing over 2,000 associates. The Exchange recruits a diverse, passionate workforce that embodies our philosophy of serving those who serve. We have over 20 corporate directorates, including Merchandise Planning, Finance and Accounting, Customer Relationship Management, Contracting, Corporate Communications, Information Technology and Human Resources. Positions at our headquarters location offer a variety of career opportunities for military and non-military professionals dedicated to supporting and advancing our mission.

# **APPLY NOW**







The Exchange is an Equal Opportunity Employer









Distribution Current ApplyMyExchange Hourly Management Corporate

Candidate Zone > Associates Sign Out

## **Welcome Applicant**

The Exchange is more than just the workforce of tomorrow and a great place to work, it's a family. When you ask associates how long they've worked for the Exchange, the most common answer is somewhere between 15 and 25 years. That's because the Exchange strives to meet the diverse needs of you, our associates, and your family by offering a wide range of opportunities, benefits, training and more.



## Search from over 17 opportunities

Search job opportunities that match your interests

Title, Category, Vacancy #, Keyword

Search location

Location

Search

Advanced Search

# DISTRIBUTION OPPORTUNITIES



The Exchange has several distribution centers across the U.S, as well as overseas which focus on receiving, warehousing, and shipping products to our many retail locations around the world. The Exchange Distribution Center offers a variety of positions, many of which are physically demanding, stressful and require a sense of urgency to ensure the right merchandise reaches the appropriate locations quickly and efficiently.

# **APPLY NOW**







Т

The Exchange is an Equal Opportunity Employer





ApplyMyExchange Hourly Management Corporate Distribution Current

Associates Candidate Zone ✓ Sign Out

## **Welcome Applicant**

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## Search from over 15 opportunities

Search job opportunities that match your interests

Title, Category, Vacancy #, Keyword

Search location

Location

Search

Advanced Search

# Most recent jobs posted

H-001995-2019

FOOD SERVICE WORKER (CM-BK)

United States - New York - Fort Drum

Intermittent

UNDER DESIGNATED SUPERVISION, PREPARES AND SERVES A LIMITED VARIET... More

## MANAGEMENT TRAINEE PROGRAM OPPORTUNITIES



**APPLY NOW** 

The Exchange offers a variety of Management Trainee Programs and internships to help prepare you for an exciting career in Retail Management, Food Service Management, Human Resources Management or Service Management. A comprehensive curriculum provides the foundation for our training programs that offer training across several platforms. Our trainee program will prepare you for opportunities to work with unique teams of associates who take pride in serving the best customers in the world.

### Trainee Programs

All trainee programs are offered at various times throughout the year, so check our job vacancies regularly to see if the time is right for you. Our trainee programs just might be the cornerstone on which you can build an exciting and motivating career!

As a trainee, you will work alongside experienced managers in a challenging environment. Trainee programs generally require that you be willing to relocate to an Exchange location anywhere within the continental United States after successful completion of your training.

Are you a Veteran? If so, we welcome the opportunity to consider you for our Veteran Retail Training Program.

The Exchange offers trainee programs in audit, buying, finance, human resources, information technology, logistics, marketing, and restaurant and retail management. Check out the details of the programs to see if you would be a good fit.

### **Internship Programs**

Our paid internship programs enable college students to gain valuable work experience while pursuing their degree. Internships are available at headquarters and at various Exchange locations, and are offered during the fall, spring and summer semesters.

Eligibility Requirements

- You must be attending a college or university as a junior, senior or graduate student in good standing.
- You must be taking at least 6 semester hours or be on the school's official summer break.
- Get more information here.

The Exchange is an Equal Opportunity Employer

# **EXCHANGE** INTERNSHIP PROGRAMS

#### **CORPORATE INTERNSHIPS**

Corporate internships are located in Dallas, Texas at our corporate headquarters. College juniors, seniors, and masters students work on real business projects that affect Exchange operations. Here's what you can expect from a corporate internship:

- Internships are offered every spring, summer and fall and in the following career areas: Finance & Accounting, Information Technology, Marketing, Human Resources, Engineering, Buying, Logistics, Supply Chain and Procurement & Contracting just to name a few.
- Develop or improve your decision making, time management, communication and relationship building skills, all of which are essential to being successful in your career.
- It's also a paid internship that is eligible for course credit

#### **STORE INTERNSHIPS**

Store internships are available in our retail and services career areas. You'll work at a store located on select Army or Air Force installations in the United States. Here's what you can expect from a store internship:

- You'll develop business and leadership skills while working as a member of our Exchange team.
- During your internship you'll work in different positions to gain first-hand knowledge of the daily operations that contribute to the overall success of the Exchange.
- You'll develop your interpersonal skills by developing and maintaining customer relationships through community involvement, customer service, marketing and customer outreach events.
- It's also a paid internship that is eligible for course credit













# VETERAN OPPORTUNITIES



# **APPLY NOW**

"There is no greater honor than serving those who serve." -Tom Shull, Exchange Director/CEO and US Army Veteran

We've got your six! Reconnect your personal commitment to service by taking care of the best customers in the world, our service men and women and their families. Our commitment to serve drives our motto, "We go where you go."

Our relationship with the military goes back to 1895, when General Order No. 46 established the concept for what became the Exchange. Our job is to serve all active duty service members. *Wherever they are. Wherever they go.* We also serve their family members, retired military members, the Guard and Reserve.

The Exchange has been recognized annually as a leading employer of Veterans and we want you to be a part of our team. The Exchange works closely with the agencies that serve our Veterans like the Employer Support of the Guard and Reserve (ESGR), the Wounded Warrior Project, Operation Warfighter (OWF) Program, Feds Hire Vets, and Joining Forces initiative to name a few. Veterans understand the sacrifices our military customers make, so they are uniquely qualified to serve them.

With 1,400 stores in 30 countries, we serve over 12 million Active Military, Reservists, Retirees and their families. We are still proudly serving in the places you served: Iraq, Afghanistan, Kuwait, Korea, Europe, and across the U.S. One of our core values is Family serving Family which means that we are committed to this relationship for a lifetime. Welcome home!

The Exchange is an Equal Opportunity Employer



Job search ApplyMyExchange Hourly Management Corporate Distribution Current Associates

Candidate Zone Sign Out

#### Welcome Veteran!

The Exchange is more than just the workforce of tomorrow and a great place to work, it's a family. When you ask associates how long they've worked for the Exchange, the most common answer is somewhere between 15 and 25 years. That's because the Exchange strives to meet the diverse needs of you, our associates, and your family by offering a wide range of opportunities, benefits, training and more.



# Search from over 474 opportunities

Search job opportunities that match your interests

Title, Category, Vacancy #, Keyword

Search location

Location

Search

Advanced Search

Most recent jobs posted

# MILITARY SPOUSES & FAMILY MEMBERS



**APPLY NOW** 

You are family! Working at the Exchange provides a connection with the military community and a place where you always belong. We are Family Serving Family.

**Let's get to work** building a **future that matters.** Be part of **something global - something bigger** and **something that fits you.** The Exchange offers positions at your local military installation, with lifestyle scheduling and industry leading benefits in a fun and fast paced environment. Find your career at the Exchange!

The Exchange's commitment to serve those that serve doesn't just apply to those in uniform. We understand that Military Spouses serve in an extraordinary way right alongside them. They understand the day to day challenges faced by the military families and therefore form a special bond with our customers. One of our core values is Family serving Family and no one knows military families better than Military Spouses. We strive to make our customer's experience a great one and Military Spouses play a key role in that.

Military Spouses and family members provide the stability in Military Families and here at the Exchange we provide you with stability. We are located where your family is stationed, and we have numerous job opportunities for you to choose from. With 1,400 stores in 30 countries your career doesn't have to end when you PCS. We strive to assist our Military Family members to secure a new position at their next duty location, before the bags are unpacked! We will be happy to discuss this and other spouse programs with you at your local HR office. Apply now and start your career with your Exchange family!

## It's a Career

Being a part of a Military Family isn't the easiest thing in the world. Working for the Exchange can help with some of the challenges. While there are some guidelines, the Exchange can help you keep a job when you transition from location to location. Take advantage of our Associate Transfer program when it's time to PCS. We may be able to help you continue your employment with the Exchange, at your new location if you:

- PCS with your sponsor
- Have 6 months Exchange service
- Have a rating of Satisfactory or higher on the most recent performance evaluation

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Distribution **Current Associates** Job search ApplyMyExchange Hourly Management Corporate

Sign In

## **Welcome Military Family Member!**

This site is intended to provide an opportunity for **new applicants** to express interest in positions available at the Exchange.



# Search from over 493 opportunities

Search job opportunities that match your interests

Title, Category, Vacancy #, Keyword

Search location

Location



Advanced Search

Most recent jobs posted

Sign In







Fields marked with an asterisk (\*) are required.

\*Username

\*Password



Job search ApplyMyExchange Hourly Management Corporate Distribution **Current Associates** 

#### Sign In

#### **Welcome Applicant!**

This site is intended to provide an opportunity for **new applicants** to express interest in positions available at the Exchange.



## Search from over 491 opportunities

Search job opportunities that match your interests

Title, Category, Vacancy #, Keyword

Search location

location

Search

Advanced Search

## Most recent jobs posted

H-003668-2019 FOOD SERVICE FOREMAN

Germany - - Ramstein Regular Part Time

SUPERVISES A SHIFT OPERATION IN A FOOD ACTIVITY OPERATION. THIS POSI... More

H-003805-2019 FOOD SERVICE WORKER

Germany - - Ramstein Intermittent UNDER DESIGNATED SUPERVISION, PREPARES AND SERVES SIMPLE FOODS AN... More

H-028294-2018 THEATER WKR

Italy - - Aviano Intermittent

UNDER GENERAL SUPERVISION, PERFORMS A VARIETY OF FOOD SERVICE, TIC... More

Sign In







Or

Fields marked with an asterisk (\*) are required.

\*Username

\*Password

Forgot Username or Password?



Don't have an account yet?

#### Access/Create Your Profile

You may use this feature to send your resume/CV without submitting to a specific job.





ApplyMyExchange Hourly Management Corporate Distribution Current
Associates

⊕ Back
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Privacy policy

OMB CONTROL #: 0702-0133

OMB Expiration Date: May 31, 2019

Please read the below Agency Disclosure Notice and Privacy Act Statement. When complete, click on Agree to go to the next page.

#### AGENCY DISCLOSURE NOTICE

The public reporting burden for this collection of information, 0702-0133, is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

#### PRIVACY ACT STATEMENT

AUTHORITY: Title 10 U.S.C. §7013, "Secretary of the Army"; Title 10 U.S.C. §9013, "Secretary of the Air Force"; Army Regulation 215-8/AFI 34-211(I), "Army and Air Force Exchange Service Operations"; and Executive Order 9397 (SSN).

**PRINCIPAL PURPOSE(S):** This electronic system collects information necessary to process applications for employment with the Army and Air Force Exchange Service within the continental United States of America.

**ROUTINE USE(S)**: Records may be disclosed outside of DoD pursuant to Title 5 U.S.C. §552a(b)(3) regarding DoD "Blanket Routine Uses" published at http://dpcld.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx. This includes disclosure to Federal, State, local, territorial, tribal, international, or foreign agencies in connection with the hiring or retention of an employee. Application data may be verified by approved organizations such as First Advantage® for completion of applicant's background investigation.

DISCLOSURE: Voluntary. However, failure to provide all the requested information may result in the denial of your application.

A copy of the Privacy Impact Assessment (PIA) for the collection of information may be located at https://www.aafes.com/about-exchange/public-affairs/FOIA/assessments.htm

SYSTEM OF RECORD NOTICE (SORN): AAFES 0403.01 "Application for Employment Files"; https://dpcld.defense.gov/Privacy/SORNsIndex/DOD-Component-Notices/Army-Article-List/

By agreeing below, I confirm that I have been presented the above Agency Disclosure Notice and Privacy Act Statement.

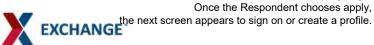


Disagree

Shop My Exchange

For Assistance: 214-3...

The Exchange is a Dru...



Distribution Corporate ApplyMyExchange Hourly Management Current

Associates Sign In

Back

## Let's Get Started

Social network

Create new account

Register quickly and securely with social network







Shop My Exchange

For Assistance: 214-31...

The Exchange is a Drug...

ApplyMyExchange	Hourly	Management	Corporate	Distribution	Current

Associates Sign In



## Let's Get Started

Fields marked with an asterisk (\*) are required.

**Account Information** 

\*Username

\*Password **1** 



Must contain at least one special character: {}[],.<>;:"?/|\~!@#\$%^&\*()\_-+=

\*Re-enter password

▲ Your passwords must match

Security questions

\*Question 1

Select question



Answer

This is the opening page.
Once the Respondent chooses apply, the next screen appears to sign on or create a profile.

Select question

Answer

\*Question 3

Select question

Answer

Shop My Exchange

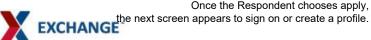
Continue

Cancel

For Assistance: 214-31...

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Distribution ApplyMyExchange | Hourly Management Corporate Current

Associates Candidate Zone V Sign Out

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Instructions

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#### FOOD SERVICE WORKER

Thank you for your interest in applying with the ARMY & AIR FORCE **EXCHANGE SERVICE (AAFES).** 

#### Before You Begin

Please review the checklist below to make sure you have everything you need to apply.

- ✓ Your Social Security Number
- ✓ Your contact information (phone and email contacts required)
- √ Your address information (current and up to 7 years prior)
- ✓ Information about your education
- ✓ Information about your employment experience

#### **How Long It Takes**

The AAFES application process typically takes up to 30 minutes depending on the type and number of jobs you are applying to at one time. You can track your progress by reviewing the progress meter appearing at the top of each page.

If you start and need to quit at any point before completing the entire process, you may use the "save and finish later" option provided at the bottom of each page. Your application will be saved as a draft for five (5) calendar days - allowing you to return at a later time without losing your current progress. Pay attention to the date that the job closes, so you do not miss out on your opportunity.

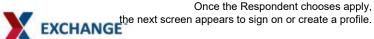
#### **Get Started Now**

CIPCRTHE SAVE AND CONTINUE button below when you are ready to begin.

Save and continue

Save and finish later

Shop My Exchange For Assistance: 214-31... The Exchange is a Drug...



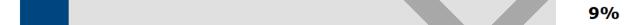


ApplyMyExchange Hourly Management Corporate Distribution Current

Associates Candidate Zone ✔ Sign Out

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Privacy Policy & BGC Consent



#### FOOD SERVICE WORKER

Fields marked with an asterisk (\*) are required.

### E-Verify

The Exchange participates in E-Verify. The Exchange will provide the Social Security Administration (SSA) and the Department of Homeland Security (DHS) with information from each new employee's I-9 to confirm work authorization.

## **Employment Eligibility**

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

*	Do y	ou u	nderst	tand	this	require	ement?	If not,	please	discuss	with
th	e se	rvicir	ng HR	offic	e.						

0	Yes
$\bigcirc$	No

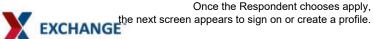
### **Employment-based Visa Sponsorship**

The Exchange does not sponsor individuals for employment-based visas for this position (e.g., H-1B or F-1 student visas).



Privacy Pol	licy & BGC Consent (FOOD SERVICE WORKER) - Apply  This is the opening page.
* ei	Will you now or in the future require sponsorship for an Once the Respondent chooses apply, mployment-based visa (e.g., H-1B or F-1 student visas)?
	Yes
	) No
A	Orug-Free Workplace Is a federal agency, The Exchange is a Drug-Free Workplace. We onduct drug testing.
TI cr di yo cr	he Exchange performs pre-employment checks to verify any riminal, education, or employment history information provided uring the application process. To be considered for employment, ou must authorize all persons, schools, companies, corporations, redit bureaus, and law enforcement agencies to verify any afformation provided during this application process.
	Do you consent to The Exchange conducting a background check n you?
	Yes No
Sav	re and continue Save and finish later
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Associates Candidate Zone V Sign Out

Back

Ethics Statement

18%

#### FOOD SERVICE WORKER

Fields marked with an asterisk (\*) are required.

#### **EXCHANGE ETHICS STATEMENT**

Exchange employees are required to adhere to the Standards of Ethical Conduct for Employees of the Executive Branch. These standards are set out in Executive Order 12731 of October 17, 1990. All executive branch employees hold their Government positions as a public trust and the American people have a right to expect that all employees will place loyalty to the Constitution, laws, and ethical principles above private gain. Employees fulfill that trust by adhering to the Standards of Ethical Conduct. Exchange employees must comply with Federal ethics laws and other laws that address employee conduct. These laws include conflicts of interest laws, which include prohibitions relating to bribery, unauthorized compensation in matters affecting the Government, post-employment restrictions, and prohibited acts affecting personal financial interests.

Additional ethics information may be obtained from the Exchange General Counsel's Office, or by contacting ethics@aafes.com. New Exchange employees must complete initial ethics training within three months of starting their position with the Exchange, and annual thereafter (if applicable).

Certain Exchange employees are required to file financial disclosure reports. The purpose of these reports is to provide assurance that reporting individuals are in compliance with certain

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Save and continue

Save and finish later

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IMPORT PROF. information from resume					
CONTACT INFO Please use your Card)			ed on your Socia	al Security	
* First name					
* Do you have a	a Middle na	ime?			
* Last name					

Maiden Name or other prior Alias Name used
* Address line 1
Address line 2
* City
* Country
United States
* State/Region/Province
* Zip/Postal code
* Harris when
* Home phone
* Other phone
* Email

## **Work experience**

You have no experience history.

### Add

Skills
50 skills maximum.
Add skills
Add
Education history
You have no education history.
Add
* Highest Level of Education
Choose
Please select any Professional Certifications/Licenses
Résumé/CV
No résumé/CV selected.
Add résumé/CV
Use my profile

Save and continue

Save and finish later





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Associates	Candidat	e Zone 🗸	Sign Out			
⊕ Back						
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					36%	

#### **FOOD SERVICE WORKER**

Fields marked with an asterisk (\*) are required.

#### YOUR SKILLS AND AREA OF EXPERIENCE

Please take a few minutes to provide a summary overview of your key employment experience. This information will assist AAFES in matching your knowledge, skills, and abilities with current and future employment and career opportunities

Please enter your desired start date:

m/d/yyyy
* How much experience do you have using a cash register?
None
Less than 6 Months
○ 6 months - 1 Year
1 - 2 Years
2 - 4 Years
More than 6 Years     ■ More than 6 Years

\* How a much experience do you have in a fast food environment

(i.e. Burger King, Taco Bell, Church's Chicken, "etc.")? General appears to sign on or create a
None
Calculation Less than 6 Months
○ 6 months - 1 Year
① 1 - 2 Years
2 - 4 Years
○ 4 - 6 years
○ More than 6 Years
* How much experience do you have in food handling/prep?
None
C Less than 6 Months
○ 6 months - 1 Year
① 1 - 2 Years
2 - 4 Years
<ul><li>○ 4 - 6 years</li></ul>
More than 6 Years
* How much experience do you have in food supervisory/management?
None
Cless than 6 Months
○ 6 months - 1 Year
① 1 - 2 Years
2 - 4 Years
○ More than 6 Years
Please fill out the times you are available for each day. If you are not available on any given day, select Not Available.
* Sunday From:
~
* Monday From:
<b>▼</b>

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* Tuesday From:	
<b>✓</b>	
* Wednesday From:	
<b>~</b>	
* Thursday From:	
<b>~</b>	
* Friday From:	
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* Saturday From:	
Please provide any additional information or restrictions for your availability.	
Save and continue Save and finish later	
Shop My Exchange For Assistance: 214 3 The Exchange is a Dru	



Distribution Current ApplyMyExchange Hourly Management Corporate

Associates Candidate Zone > Sign Out

## **Welcome Applicant**

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Title, Category, Vacancy #, Keyword

Search location

Location

Search

Advanced Search

# Most recent jobs posted

H-003807-2019 ADMIN TECH I

Germany - - Sembach

Regular Full Time

PERFORMS ADMINISTRATIVE DUTIES TO SUPPORT THE GOALS AND OBJECTIVE... More





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Associates Candidate Zone Sign Out

Back

**Instructions** 

0%

#### **ADMIN TECH I**

# Thank you for your interest in applying with the ARMY & AIR FORCE EXCHANGE SERVICE (AAFES).

#### **Before You Begin**

Please review the checklist below to make sure you have everything you need to apply.

- ✓ Your Social Security Number
- ✓ Your contact information (phone and email contacts required)
- ✓ Your address information (current and up to 7 years prior)
- ✓ Information about your education
- ✓ Information about your employment experience

#### **How Long It Takes**

The AAFES application process typically takes up to 30 minutes depending on the type and number of jobs you are applying to at one time. You can track your progress by reviewing the progress meter appearing at the top of each page.

If you start and need to quit at any point before completing the entire process, you may use the "save and finish later" option provided at the bottom of each page Your application will be saved as a draft for five (5) calendar days - allowing you to return at a later time without losing your current progress. Pay attention to the date that the job closes, so you do not miss out on your opportunity.



Save and continue

Save and finish later

Shop My Exchange For Assistance: 214 3 The Exchange is a Dru







ApplyMyExcha	ange	Hourly	Mana	agement	Corporate	Distribution	Current
Associates	Candi	date Zone	<b>~</b>	Sign Out			
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Privacy P	olicy	& BGC	Co	nsent			
						9%	
ADMIN TECH	ΙI						
Fields marked	l with a	n asterisk	(*) a	re required			
E-Verify							

The Exchange participates in E-Verify. The Exchange will provide the Social Security Administration (SSA) and the Department of Homeland Security (DHS) with information from each new employee's I-9 to confirm work authorization.

# **Employment Eligibility**

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

* Do you understand this requirement?	If not, please discuss with
the servicing HR office.	
○ Yes	
○ No	

# **Employment-based Visa Sponsorship**

The Exchange does not sponsor individuals for employment-based visas for this position (e.g., H-1B or F-1 student visas).

	* Will you now or in the future require sponsorship for an employment based visa (e.g., H 1B or F 1 student visas)?
	Yes
	○ No
	<b>Drug Free Workplace</b> As a federal agency, The Exchange is a Drug Free Workplace. We conduct drug testing.
	Background Check Consent  The Exchange performs pre employment checks to verify any criminal, education, or employment history information provided during the application process. To be considered for employment, you must authorize all persons, schools, companies, corporations, credit bureaus, and law enforcement agencies to verify any information provided during this application process.
	* Do you consent to The Exchange conducting a background check on you?
	Yes
	○ No
	Save and continue Save and finish later
Sho	p My Exchange   For Assistance: 214-3   The Exchange is a Dru

18%





ApplyMyExchange Hourly Management Corporate Distribution Current

Associates Candidate Zone **∨** Sign Out

Back

**Ethics Statement** 

### **ADMIN TECH I**

Fields marked with an asterisk (\*) are required.

### **EXCHANGE ETHICS STATEMENT**

Exchange employees are required to adhere to the Standards of Ethical Conduct for Employees of the Executive Branch. These standards are set out in Executive Order 12731 of October 17, 1990. All executive branch employees hold their Government positions as a public trust and the American people have a right to expect that all employees will place loyalty to the Constitution, laws, and ethical principles above private gain. Employees fulfill that trust by adhering to the Standards of Ethical Conduct. Exchange employees must comply with Federal ethics laws and other laws that address employee conduct. These laws include conflicts of interest laws, which include prohibitions relating to bribery, unauthorized compensation in matters affecting the Government, post-employment restrictions, and prohibited acts affecting personal financial interests.

Additional ethics information may be obtained from the Exchange General Counsel's Office, or by contacting ethics@aafes.com. New Exchange employees must complete initial ethics training within three months of starting their position with the Exchange, and annual thereafter (if applicable).

Certain Exchange employees are required to file financial disclosure reports. The purpose of these reports is to provide assurance that reporting individuals are in compliance with certain Page 39 of 82

ethics laws and regulations, as well as identifying potential of existing conflicts of interest.

If hired, by accepting your position with the Exchange, you are agreeing to adhere to applicable ethics laws and become a part of the Exchange's strong ethical culture.

\* Do you acknowledge you have read, understand, and agree to the Exchange Ethics Statement above?

Yes

O No

Save and continue

Save and finish later

Shop My Exchange

For Assistance: 214-3...

The Exchange is a Dru...





ApplyMyExchange	Hourly	Managemer	nt Corporate	Distribution	Current
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Contact Info					
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ADMIN TECH I					
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Import Profile					
			porting your co ploading a curre		
CONTACT INF Please use your Card)			ed on your Socia	l Security	
* First name					
* Do you have	a Middle na	ime?			
○ Yes					
<ul><li>No</li><li>* Last name</li></ul>					<b>①</b>

Maiden Name or other prior Alias Nam	ne used
* Address line 1	
Address line 2	
* City	
* Country	
V	
* State/Region/Province	
V	
* Zip/Postal code	
p, r ssea. ssa	
* Hama whom	
* Home phone	
* Other phone	
* Email	

# Work experience



Skills	
50 skills maximum.	
Add skills	
Add	
Education history	
You have no education history.	
Add	
* Highest Level of Education	
Choose	
Please select any Professional Certifications/Licens	es
ricase select any Professional Certifications, Electis	CS
Résumé/CV	
No résumé/CV selected.	
Add résumé/CV	
Use my profile	

Save and finish later



Shop My Exchange

For Assistance: 214-3...

The Exchange is a Dru...









ApplyMyExchange Hourly Management Corporate Distribution Current

Associates Candidate Zone ✔ Sign Out

Back

Skills

36%

### **ADMIN TECH I**

Fields marked with an asterisk (\*) are required.

## **TELL US ABOUT WHAT YOU ARE LOOKING FOR:**

Please enter your desired start date:

m/d/yyyy

Area(s) of Interest

What are your salary expectations?

\* Are you willing to relocate?

Choose...

### YOUR SKILLS AND AREA OF EXPERIENCE

Please take a few minutes to provide a summary overview of your key employment experience. This information will assist AAFES in matching your knowledge, skills, and abilities with current and future employment and career opportunities.

Select the career area of your most recent work experience:
<b>~</b>
How much experience do you have?
O Loss than 6 Months
Less than 6 Months  6 months 1 Year
<ul><li>○ 6 months 1 Year</li><li>○ 1 - 2 Years</li></ul>
2 4 Years
4 - 6 years
More than 6 Years
Most recent date this experience has been used?
m/d/yyyy
Select other career areas of your work experience:
<b>V</b>
How much experience do you have?
Less than 6 Months
O 6 months - 1 Year
① 1 - 2 Years
① 2 - 4 Years
0 4 - 6 years
More than 6 Years
Most recent date this experience has been used?
m/d/yyyy
Select other career areas of your work experience:

Page 46 of 82

How much experience do you have?
Characteristics Less than 6 Months
○ 6 months - 1 Year
1 2 Years
2 - 4 Years
O 4 6 years
○ More than 6 Years
Most recent date this experience has been used?
m/d/yyyy

Save and finish later

Shop My Exchange For Assistance: 214-3... The Exchange is a Dru...







#### Job search

Distribution Current ApplyMyExchange Hourly Management Corporate

Candidate Zone > Associates Sign Out

# **Welcome Applicant**

The Exchange is more than just the workforce of tomorrow and a great place to work, it's a family. When you ask associates how long they've worked for the Exchange, the most common answer is somewhere between 15 and 25 years. That's because the Exchange strives to meet the diverse needs of you, our associates, and your family by offering a wide range of opportunities, benefits, training and more.



# Search from over 17 opportunities

Search job opportunities that match your interests

Title, Category, Vacancy #, Keyword

Search location

Location

Search

Advanced Search





ApplyMyExchange Hourly Management Corporate Distribution Current

Associates Candidate Zone Sign Out

Back

**Instructions** 

0%

### MERCHANDISING ASSISTANT

Thank you for your interest in applying with the ARMY & AIR FORCE EXCHANGE SERVICE (AAFES).

### **Before You Begin**

Please review the checklist below to make sure you have everything you need to apply.

- ✓ Your Social Security Number
- ✓ Your contact information (phone and email contacts required)
- ✓ Your address information (current and up to 7 years prior)
- ✓ Information about your education
- ✓ Information about your employment experience

### **How Long It Takes**

The AAFES application process typically takes up to 30 minutes depending on the type and number of jobs you are applying to at one time. You can track your progress by reviewing the progress meter appearing at the top of each page.

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Save and finish later

Assistance: 214 312 6 The Exchange is a Dru IBM Online Privacy St





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to verify identity	and eligib	law, all persons pility to work in the ployment eligibility	ne United Stat	tes and to	
* Do you unders the servicing HF		requirement? If r	not, please dis	cuss with	
○ Yes					
○ No					
Employment-h	ased Visa	Snonsorshin			

The Exchange does not sponsor individuals for employment-based visas for this position (e.g., H-1B or F-1 student visas).

* Will you now or in	the next screen appears to sign on or create a pro n the future require sponsorship for an
•	visa (e.g., H 1B or F 1 student visas)?
Yes	a (e.g., 12 e 1 e.a.ee v.e.e.).
○ No	
Drug Free Workp	lace
As a federal agency conduct drug testin	y, The Exchange is a Drug Free Workplace. We g.
Background Chec	k Consent
The Exchange performers of the criminal, education during the application you must authorize credit bureaus, and	orms pre employment checks to verify any, or employment history information provided on process. To be considered for employment, all persons, schools, companies, corporations, law enforcement agencies to verify any ed during this application process.
* Do you consent to on you?	o The Exchange conducting a background check
○ Yes	
○ No	
Save and continue	Save and finish later
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Assistance: 214-312-6	The Exchange is a Dru IBM Online Privacy St

18%



Job search

ApplyMyExchange Hourly Management Corporate Distribution Current

Associates Candidate Zone ✓ Sign Out

Back

**Ethics Statement** 

### **MERCHANDISING ASSISTANT**

Fields marked with an asterisk (\*) are required.

### **EXCHANGE ETHICS STATEMENT**

Exchange employees are required to adhere to the Standards of Ethical Conduct for Employees of the Executive Branch. These standards are set out in Executive Order 12731 of October 17, 1990. All executive branch employees hold their Government positions as a public trust and the American people have a right to expect that all employees will place loyalty to the Constitution, laws, and ethical principles above private gain. Employees fulfill that trust by adhering to the Standards of Ethical Conduct. Exchange employees must comply with Federal ethics laws and other laws that address employee conduct. These laws include conflicts of interest laws, which include prohibitions relating to bribery, unauthorized compensation in matters affecting the Government, post-employment restrictions, and prohibited acts affecting personal financial interests.

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If hired, by accepting your position with the Exchange, you are agreeing to adhere to applicable ethics laws and become a part of the Exchange's strong ethical culture.

* Do you acknowledge you have read, understand, and agree	to
the Exchange Ethics Statement above?	4

Yes

O No

Save and continue

Save and finish later

Assistance: 214-312-6... The Exchange is a Dru... IBM Online Privacy St...





ApplyMyExchan	ge Hourly	Management	Corporate	Distribution	Current
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* First name	e				
* Do you ha	ove a Middle na	me?			
○ Yes					
○ No					
* Last name	e				

Maiden Name or other prior Alias Name used
* Address line 1
Address line 2
* City
* Country
* State/Region/Province
* Zip/Postal code
* Home phone
* Other phone
* Email

# Work experience

You have no experience history.

Skills	
50 skills maximum.	
Add skills	
	Add
Education history	
You have no education history.	
Add	
* Highest Level of Education	
Choose	
Please select any Professional Certi	fications/Licenses
	<b>▽</b>
Résumé/CV	
No résumé/CV selected.	
Add résumé/CV	
Use my profile	

Save and finish later





ApplyMyExchange Hourly Management Corporate Distribution Current

Associates Candidate Zone ✔ Sign Out

Back

Skills

36%

### **MERCHANDISING ASSISTANT**

Fields marked with an asterisk (\*) are required.

## **TELL US ABOUT WHAT YOU ARE LOOKING FOR:**

Please enter your desired start date:

m/d/yyyy

Area(s) of Interest

What are your salary expectations?

\* Are you willing to relocate?

Choose...

### YOUR SKILLS AND AREA OF EXPERIENCE

Please take a few minutes to provide a summary overview of your key employment experience. This information will assist AAFES in matching your knowledge, skills, and abilities with current and future employment and career opportunities. Page 58 of 82

Select the career area of your most recent work experience:
<b>∨</b>
How much experience do you have?
Less than 6 Months
O 6 months - 1 Year
① 1 - 2 Years
2 - 4 Years
○ 4 - 6 years
More than 6 Years
Most recent date this experience has been used?
m/d/yyyy
Select other career areas of your work experience:
How much experience do you have?
Characteristics Less than 6 Months
○ 6 months 1 Year
① 1 - 2 Years
2 4 Years
○ 4 - 6 years
More than 6 Years
Most recent date this experience has been used?
m/d/yyyy
Select other career areas of your work experience:
<b>~</b>

How much experience do you have?

C Less than 6 Mo	the next screen appears to sign on or create a profile.
O 6 months - 1 Y	ear
1 2 Years	
2 - 4 Years	
4 6 years	
○ More than 6 Ye	ars
Most recent date t	nis experience has been used?
m/d/yyyy	
Save and continue	Save and finish later





Distribution ApplyMyExchange Hourly Management Corporate Current

Associates Candidate Zone > Sign Out

# **Welcome Applicant**

The Exchange is more than just the workforce of tomorrow and a great place to work, it's a family. When you ask associates how long they've worked for the Exchange, the most common answer is somewhere between 15 and 25 years. That's because the Exchange strives to meet the diverse needs of you, our associates, and your family by offering a wide range of opportunities, benefits, training and more.



# Search from over 15 opportunities

Search job opportunities that match your interests

Title, Category, Vacancy #, Keyword

Search location

Location

Search

Advanced Search

# Most recent jobs posted

H-001995-2019

FOOD SERVICE WORKER (CM-BK)

United States - New York - Fort Drum

Intermittent

UNDER DESIGNATED SUPERVISION, PREPARES AND SERVES A LIMITED VARIET... More





ApplyMyExchange Hourly Management Corporate Distribution Current

Associates Candidate Zone Sign Out

Back

**Instructions** 

0%

### MATERIALS HANDLER I

Thank you for your interest in applying with the ARMY & AIR FORCE EXCHANGE SERVICE (AAFES).

### **Before You Begin**

Please review the checklist below to make sure you have everything you need to apply.

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Save and finish later

Shop My Exchange For Assistance: 214 3 The Exchange is a Dru





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Fields marked with	n an asterisk	(*) are require	d.		
the Social Sec Homeland Sec	urity Admini urity (DHS)	in E-Verify. The stration (SSA) a with information work authorizat	nd the Depart of from each ne	ment of	
to verify identi	with federal ty and eligit equired em	law, all persons pility to work in t ployment eligibil	the United Sta	tes and to	
* Do you unde the servicing F		requirement? If	not, please dis	scuss with	
○ Yes					
○ No					

# **Employment-based Visa Sponsorship**

The Exchange does not sponsor individuals for employment-based visas for this position (e.g., H-1B or F-1 student visas).

	* Will you now or in the future require sponsorship for an employment based visa (e.g., H 1B or F 1 student visas)?
	○ Yes
	○ No
	<b>Drug Free Workplace</b> As a federal agency, The Exchange is a Drug Free Workplace. We conduct drug testing.
	Background Check Consent  The Exchange performs pre employment checks to verify any criminal, education, or employment history information provided during the application process. To be considered for employment, you must authorize all persons, schools, companies, corporations, credit bureaus, and law enforcement agencies to verify any information provided during this application process.
	* Do you consent to The Exchange conducting a background check on you?
	○ Yes
	○ No
	Save and continue Save and finish later
Sho	op My Exchange   For Assistance: 214-3   The Exchange is a Dru



Job search

ApplyMyExchange Hourly Management Corporate Distribution Current

Associates Candidate Zone ✓ Sign Out

Back

**Ethics Statement** 

18%

### MATERIALS HANDLER I

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If hired, by accepting your position with the Exchange, you are agreeing to adhere to applicable ethics laws and become a part of the Exchange's strong ethical culture.

* Do you acknowledge you have read, understand, and agree	to
the Exchange Ethics Statement above?	

O Yes

O No

Save and continue

Save and finish later

Shop My Exchange For Assistance: 214-3... The Exchange is a Dru...









ApplyMyExchange Hourly Management Corporate Distribution Current Sign Out Candidate Zone > Associates

Back

Job search

# Contact Info

27%

## **MATERIALS HANDLER I**

Fields marked with an asterisk (\*) are required.

Import Profile

# IMPORT PROFILE - Save time by importing your contact information from social media or uploading a current resume

## **CONTACT INFORMATION**

Please use your full Legal Name (As listed on your Social Security Card)

* First name
* Do you have a Middle name?  Yes  No
* Last name
Page 68 of 82

Maiden Name or other prior Alias Name used	
* Address line 1	
Address line 2	
* City	
* Country	
· ·	
* State/Region/Province	
* Zip/Postal code	
* Home phone	
* Other phone	
* Email	

# Work experience

You have no experience history.

Skills
50 skills maximum.
Add skills
Add
Education history
You have no education history.
Add
* Highest Level of Education
Choose
Please select any Professional Certifications/Licenses
<b>~</b>
Résumé/CV
No résumé/CV selected.
Add résumé/CV
Use my profile

Save and finish later





ApplyMyExchange Hourly Management Corporate Distribution Current

Associates Candidate Zone ✔ Sign Out

Back

Skills

36%

## **MATERIALS HANDLER I**

Fields marked with an asterisk (\*) are required.

## YOUR SKILLS AND AREA OF EXPERIENCE

Please take a few minutes to provide a summary overview of your key employment experience. This information will assist AAFES in matching your knowledge, skills, and abilities with current and future employment and career opportunities

Please enter your desired start date:



Please fill out the times you are available for each day. If you are not available on any given day, select Not Available.

\* Sunday From:

\* Monday From:

**(1)** 

\* Tuesday From:

<b>~</b>	the next screen appears to sign on or create a p
* Wednesday From:	
<b>~</b>	
* Thursday From:	
<b>~</b>	
* Friday From:	
<b>~</b>	
* Saturday From:	
<b>~</b>	
Please provide any additional informational availability.	tion or restrictions for your
ave and continue Save and finish la	ater

For Assistance: 214 3 The Exchange is a Dru



Shop My Exchange





Job search

Distribution ApplyMyExchange Hourly Management Corporate Current Candidate Zone > Sign Out Associates Back **Employment Preference** 45%

### **FOOD SERVICE WORKER**

Fields marked with an asterisk (\*) are required.

### **EMPLOYMENT PREFERENCE ELIGIBILITY**

When recruiting for certain positions outside the organization and when equally or similarly qualified to other applicants, the Exchange has partnered with various organizations to offer employment preference to honorably discharged veterans, spouses of active duty military members, spouses/mothers of deceased veterans and reinstatement-eligible Exchange employees. The categories of all that may claim employment preference are listed below.

\* Do you have any current or prior military affiliation or federal government work experience?

Choose	~
Do you wish to claim employm affiliation?	ent preference for any other
Yes	
○ No	

Save and finish later

Shop My Exchange

For Assistance: 214 3

The Exchange is a Dru







Job search

ApplyMyExcha	ange	Hourly	Mana	agement	Corporate	Distrib	oution	Current
Associates	Candi	date Zone	<b>~</b>	Sign Out				
Back     Bac								
Military/G	GOVT	Histor	У					
							54%	

## **FOOD SERVICE WORKER**

Fields marked with an asterisk (\*) are required.

## **MILITARY OR FEDERAL GOVERNMENT SERVICE HISTORY**

Please provide information on your current or prior military service as well as any applicable federal employment experience.

\* Please select your current Military status.

Choose	
Choose	
Do you have any prior Milit (current or prior)?	ary or Federal Government experienc
○ No	
Yes	

Save and continue

Save and finish later







ApplyMyExchange Hourly Management Corporate Distribution Current

Associates Candidate Zone ✓ Sign Out

Back

# Family Members

63%

### **FOOD SERVICE WORKER**

Fields marked with an asterisk (\*) are required.

# **MILITARY FAMILY MEMBERS/SPONSOR AFFILIATION**

\* Do you have any immediate affiliation (sponsor) to a military service member or federal/government employee?



### **FAMILY MEMBERS WORKING FOR AAFES**

The employment, appointment, or promotion of relatives of commissioned officers, noncommissioned officers, and civilian officials who hold administrative positions where they exercise jurisdiction or control over the employing AAFES activity is prohibited. Members of the same family will not be appointed, employed, promoted, or advanced to a position where a direct supervisory relationship exists, where favored treatment can ensue, where the job relationship increases the potential for collusion, or where a personnel action has been advocated by a family member who has the authority to take or recommend such action.

\* Are you related to an active Exchange associate or active Exchange Military member?



CHOOSe...

Save and continue

Save and finish later

Shop My Exchange For Assistance: 214 3 The Exchange is a Dru







ApplyMyExchang	e Hourly	Management	Corporate	Distribution	Current
Associates Ca	andidate Zone	e <b>∨</b> Sign Out			
⊕ Back					
Criminal His	story Info	ormation &	Prior Add	lresses	
		4		72%	
FOOD SERVICE	WORKER				
Fields marked wi	th an asterisk	(*) are require	d.		
Title 10, United S determine whetl	Social Security Nu States Code, Sect her you are quali oluntary; howeve	umber and personal ion 7013 and 9013 A fied for AAFES emplo er, failure to provide	All information wi Dyment. Furnishin	ll be used to	
* Do you ack SSN Disclosu		t you have read above?	and understa	nd the	
○ Yes					
* Social Secu	rity Number (	(include dashes)			
###-##-##	##				
* Confirm SS	N Social Secu	ırity Number (in	clude dashes)		

###-##-###

* Date of Birth		the next screen appears to	sign on
m/d/yyyy	<b>#</b>		
* Have you lived o (Including Puerto F		as (continuously) for the past seven y	⁄ears
_	-		

# **CRIMINAL HISTORY INFORMATION**

You May Omit:

( ) Yes

No

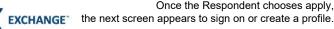
Page 79 of 82

- 1. Traffic violations of \$250 or less;
- 2. Offenses committed before your 18th birthday which were resolved in a juvenile court or under a youth offender law; or
- 3. Any conviction which has been set aside or removed under federal or state law.

* Have you ever been arrested, charged, cited or held by a law enforcement agency?
○ Yes
○ No
* Are you now awaiting action on any charge for any offense against the law?
○ Yes
○ No
* Have you ever been convicted or fined by a federal, state, military (to include: non judicial punishment under Article 15, UCMJ) civil or other judicial authority?
○ Yes
○ No
If you answered Yes to any of the above three questions, please briefly explain:

Save and finish later

Shop My Exchange For Assistance: 214-3... The Exchange is a Dru...





ApplyMyExchange Management Corporate Distribution **Current Associates** Candidate Zone Job search Hourly

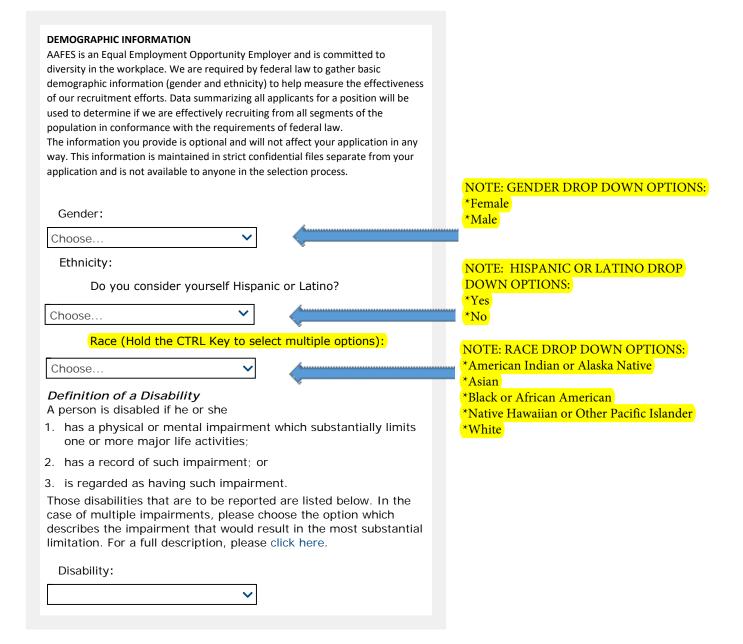
Sign Out

Back

## **EEO Form**

81%

#### FOOD SERVICE WORKER



Save and continue

Save and finish later







ApplyMyExchange Hourly Management Corporate Distribution Current

Associates Candidate Zone ✔ Sign Out

Back

Submit

90%

## **FOOD SERVICE WORKER**

Fields marked with an asterisk (\*) are required.

## **APPLICANT CERTIFICATION**

Please take a few minutes to review the information provided in your application. You may use the Back button to go back and check your responses. If you are satisfied with your responses, please click Submit to submit your application.

true and acci	ertify that all statements made in this application are urate. I agree and understand that any misstatement ects may cause forfeiture of my eligibility for this
position.	
○ Yes	
No	

Save and continue

Save and finish later

