



FRIDAY, NOVEMBER 29, 2019

ALYESKA INTERNSHIP PROGRAM APPLICATION

Alyeska Pipeline Service Company (Alyeska) seeks highly-motivated college students currently attending an accredited university, participating in an undergraduate or graduate degree program in a variety of disciplines including:

- Accounting / Business / Economics / Finance
- Computer Science / IT / Management Information Systems
- Project Management
- Engineering (Civil/Electrical/Mechanical)
- Environment / Health & Safety
- Instrumentation / Process Technology
- Law / Lands
- Supply Chain Management

Alyeska is interested in hiring individuals seeking a future career-specific pathway to participate in a paid internship program in Alaska for a 12-16 week term (depending on assignment) on the Trans Alaska Pipeline System (TAPS). Internship positions may be available in Anchorage, Fairbanks, Valdez, and Pump Stations. Applicants must be eligible to work in the U.S. (refer to Page 3 of the Department of Homeland Security Employment Eligibility Verification (I-9) Form).

Strong applications exhibit the following:

- Sound academic credentials
- History of community involvement
- Solid communication skills (verbal/written)
- Alaska residency (preferred)
- Minimum cumulative GPA of 3.00
- Leadership attributes
- Prior TAPS experience (preferred)

Required documents for application packet include:

- ✓ Internship Application – (typed; do **not** type in all CAPS)
- ✓ Voluntary EEO Form
- ✓ Current Resume
- ✓ Personal Statement
- ✓ **Copy** of Official College Transcript (follow up with unofficial copy once fall 2019 term grades are posted)
- ✓ Letter of Recommendation (dated within the past 12 months of application)

The application packet is due by Friday, November 29, 2019

SUBMITTAL INFORMATION

- Submit application and all required documentation to: internship@alyeska-pipeline.com
- Put the following in the subject line: **Internship Program – Your Name**

FINAL CHECKLIST - Send the required documentation to the email address above.

<input type="checkbox"/> Internship Application	<input type="checkbox"/> Personal Statement
<input type="checkbox"/> Voluntary EEO Form	<input type="checkbox"/> Copy of Official Transcript (send update for fall semester after grades post)
<input type="checkbox"/> Current Resume	<input type="checkbox"/> Letter of Recommendation

Complete application packets submitted by **November 29, 2019** will be given priority consideration. Contact us immediately if extenuating circumstances preclude you from submitting a complete application packet by the packet deadline.

Visit the following link to review FAQ'S: alyeska-pipe.com/Employment/InternshipsDevelopmentOpportunities/FAQ

Email any questions to internship@alyeska-pipeline.com or call (907) 787-8117



ALYESKA INTERNSHIP PROGRAM APPLICATION DEADLINE:

FRIDAY, NOVEMBER 29, 2019

PERSONAL & CURRENT ACADEMIC INFORMATION		
Last Name	First Name	Middle Name
Name of College or Technical School	Intended Major	Intended Minor (if applicable)
Degree Program <input type="checkbox"/> Associates <input type="checkbox"/> Bachelors <input type="checkbox"/> Graduate	College Standing <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> 1 st Year Graduate <input type="checkbox"/> 2 nd Year Graduate	Anticipated Graduation (month / year) Cumulative GPA

ADDITIONAL INFORMATION			
Previous Alyeska Intern <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, indicate year(s) of participation	Alaska Native Science & Engineering (ANSEP) Member <input type="checkbox"/> Yes <input type="checkbox"/> No	Alyeska or TAPS Scholarship Recipient <input type="checkbox"/> Yes <input type="checkbox"/> No	
Previous TAPS Experience <input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, indicate employer / location)	Alaska Resident <input type="checkbox"/> Yes <input type="checkbox"/> No	Country (if not U.S.)	
U.S. Military <input type="checkbox"/> Yes <input type="checkbox"/> No	Branch of Service	Dates of Service (month / year)	Type of Discharge
Rank at Discharge			

CURRENT CONTACT INFORMATION			
Physical Address	City	State	Zip Code
Mailing Address (if different than above)	City	State	Zip Code
Primary Email Address *	Alternate Email Address *	Primary Phone *	Alternate Phone *

***Note: Provide current contact information so we may contact you at anytime.**

INTERNSHIP LOCATION
<ul style="list-style-type: none"> Alyeska does not provide transportation to work locations. For example, if you attend UAF and accept an internship in Anchorage, you must provide your own transportation to Anchorage and back to Fairbanks when the internship ends. Interns are also responsible for transportation to and from worksites at all locations, with the exception of those working a field schedule at a Pump Station. While ranking the following work locations, omit those you will NOT consider (housing is provided to interns while on shift at Valdez and Pump Station locations only).

ALASKA WORK LOCATION	1 – 4 PREFERRED RANKING (#1 being first choice)
ANCHORAGE	
FAIRBANKS	
PUMP STATIONS	
VALDEZ (TWIC Card Required*)	

***NOTE:** Alyeska's Valdez Marine Terminal (VMT) is a regulated facility. An employee hired to work on VMT or to provide emergency support or other approved work on VMT will be required to have a **Transportation Worker Identification Credential (TWIC)**. For more information about this federal credential access the following website: tsa.gov/for-industry/twic

Start: Monday, May 18, 2020	End: August 30, 2020 (actual end date may vary by assignment)
If you are not available for start/end dates above, provide alternate dates for consideration. Start: _____ End: _____	
Please Indicate if you are available to attend the Internship Orientation in Anchorage, AK May 18-19, 2020? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If an internship extension is possible beyond the term date and you want to be considered, check the box below. <input type="checkbox"/> Please consider me for an extended internship, if possible, I will be available to work until _____	

ANTICIPATED INTERNSHIP TIMELINE:
<ul style="list-style-type: none"> Internship Orientation in Anchorage, AK: May 18-19, 2020 Internship Period: May 18 – August 30, 2020



EXPERIENCE

Briefly highlight prior job, internship, and/or volunteer activities related to the type of internship you wish to pursue. (**Do not put "See Resume"**)

CHARACTERISTICS

Summarize personal strengths, knowledge, and skills such as communication, public speaking, leadership or problem solving, etc. (**Do not put "See Resume"**)

PERSONAL STATEMENT

State your reasons for requesting this internship. Summarize your personal/educational history, accomplishments, educational and career goals, and demonstrated leadership experience. Explain how your degree program and this internship correspond with your career goals. (Type on a 1-page document, double-spaced, using 12 pt font to include in your application packet).

PRE-EMPLOYMENT DRUG SCREEN TESTING INFORMATION

Employment with Alyeska is contingent upon successfully passing a background investigation and physical examination. Alyeska requires pre-employment drug testing utilizing hair test collections for all positions. The preferred collection site is from the head (approximately 1/2 inch of hair length necessary), which provides an approximate 90-day window of detection that checks for prohibited drug use. Additionally, urinalysis testing is required for Department of Transportation covered positions. A positive drug test (to include alcohol screening) makes you ineligible for employment with Alyeska and on TAPS. It is important to note, Alyeska does not seek or accept any genetic information as part of the hair testing procedure or any other process that could directly or inadvertently provide genetic information (family medical history).

EMPLOYMENT VERIFICATION USING E-VERIFY

Employment with Alyeska is also contingent upon completion of Employment Eligibility Verification (Form I-9), as compliance with the Immigration Reform and Control Act of 1986 is required. Failure to complete the form and present required documents within three days after you begin work may result in termination. Please complete section one of the attached I-9 Form and bring it to the new hire orientation, along with a document from either List A, or one of each from List B and List C on the attached form. These documents will be reviewed at orientation and returned to you. Alyeska also participates in E-Verify, an Internet-based system that compares information from an employee's Form I-9, Employment Eligibility Verification, to data from U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility. Additional information may be referenced on the national website dhs.gov/e-verify or on Alyeska's employment website.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Alyeska offers employment, training, compensation and advancement in conformance with all applicable laws and regulations on the basis of qualification and merit, regardless of race, color, religion, national origin, gender, physical or mental disabilities, marital or family status, age, or other characteristic protected by law. Alyeska will extend the same considerations to qualified persons of differing abilities, consistent with an individual's ability to perform essential job functions safely.



Applicant EEO Information

Name:

Equal Employment Opportunity Information

Alyeska Pipeline Service Company has an Equal Employment Opportunity /Affirmative Action Plan. The company is subject to certain nondiscrimination and affirmative action recordkeeping and reporting requirements that require Alyeska to invite employees to voluntarily self-identify their race/ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment and cannot be used to discriminate against you under state or federal law. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable federal laws, executive orders, and religion.

INVITATION TO SELF-IDENTIFY

Female Male Place of Birth: United States Other (Country)

I do not wish to provide this information.

If you choose not to self-identify your race/ethnicity at this time, the federal government requires Alyeska to determine this information by visual survey and/or other available information.

Indicate which categories listed below describe the race/ethnicity with which you identify.

Alaska Native* (please complete section below) White American Indian Hispanic Asian Native Hawaiian or Other Pacific Islander Black or African American Two or more races

*Alaska Native Additional Information

Shareholder of an Alaska Native Corporation (ANC) Descendant of an ANC Shareholder (my parent or grandparent is an ANC Shareholder)

Regional ANCSA Corporation Affiliation (check all that apply)

Ahtna Aleut Arctic Slope (ASRC) Bering Straits (BSNC) Bristol Bay (BBNC) Calista Chugach Cook Inlet (CIRI) Doyon Koniag NANA Sealaska 13th Region

I am a member of a Village Corporation Name of Village Corporation:

I am a member of a Tribal Council Name of Tribal Council: