



WEDNESDAY, NOVEMBER 15, 2017

ALYESKA INTERNSHIP PROGRAM APPLICATION FORM

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**
- **Construction Management / Project Management**
- **Engineering (Chemical/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 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).

Required documents for application packet:

- Internship application – typed
- Voluntary EEO Form
- Current resume
- Personal statement
- Copy** of Official College Transcript (follow up with fall 2017 semester/term/quarter grades upon completion)
- One letter of recommendation (dated within the past 12 months of application)

Strong applications exhibit the following:

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

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.

PRE-EMPLOYMENT DRUG 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).

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.

DEADLINE

Complete application packets submitted by **November 15, 2017** will be given priority consideration. If extenuating circumstances preclude you from submitting a complete application packet by **November 15, 2017**, please contact us immediately.

If you have questions regarding the internship, click on the following link to review FAQ'S:

alyeska-pipe.com/Employment/InternshipsDevelopmentOpportunities/FAQ

You may also email questions to internship@alyeska-pipeline.com or call (907) 787-8117



ALYESKA INTERNSHIP PROGRAM APPLICATION DEADLINE:

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PERSONAL & ACADEMIC INFORMATION

Last Name		First Name		Middle Name
Name of College or Technical School		Intended Major		Intended Minor (if applicable)
Type of Degree Program <input type="checkbox"/> Associates <input type="checkbox"/> Bachelors <input type="checkbox"/> Graduate	Current 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)
				Current 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

Street Address		City	State	Zip Code
Mailing Address (if different than street address)		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.**

PERMANENT ADDRESS

Street or Mailing Address (if different than "current")		City	State	Zip Code
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INTERNSHIP MATCH DETAILS

Indicate preferred internship assignment closest to your area of discipline below (availability of assignments vary each year):

Risk & Technical	<input type="checkbox"/> Chemical Engineering	<input type="checkbox"/> Civil Engineering	<input type="checkbox"/> Electrical Engineering	<input type="checkbox"/> Mechanical Engineering	
	<input type="checkbox"/> Engineering Standards & Programs	<input type="checkbox"/> Operations Engineering	<input type="checkbox"/> Operations & Maintenance Engineering		
	<input type="checkbox"/> Project Engineering	<input type="checkbox"/> Project Controls	<input type="checkbox"/> Project Management	<input type="checkbox"/> Construction Management	
	<input type="checkbox"/> Integrity Management (IM) Planning & Mitigation		<input type="checkbox"/> Mechanical Integrity	<input type="checkbox"/> Civil Integrity	
	<input type="checkbox"/> Enterprise Risk	<input type="checkbox"/> Environment	<input type="checkbox"/> Health & Safety	<input type="checkbox"/> Quality Programs	
CFO/Business	<input type="checkbox"/> Accounting	<input type="checkbox"/> Business Planning	<input type="checkbox"/> Internal Audit	<input type="checkbox"/> Information Technology	<input type="checkbox"/> Supply Chain Management
Executive	<input type="checkbox"/> Corporate Communications		<input type="checkbox"/> Human Resources	<input type="checkbox"/> Alaska Native Program	<input type="checkbox"/> Law, Security & Compliance
Operations	<input type="checkbox"/> Instrumentation / Process Tech	<input type="checkbox"/> Pipeline Operations	<input type="checkbox"/> SERVS Operations	<input type="checkbox"/> Valdez Operations	
	<input type="checkbox"/> Analytical Services	<input type="checkbox"/> Measurements	<input type="checkbox"/> Networking Engineering	<input type="checkbox"/> Operations Control Center	

- 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 below, omit those you will **NOT** consider (housing is provided to interns while on shift at Valdez and Pump Stations only).

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



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TERM OF INTERNSHIP (may range between 12-16 weeks)

Start Date: Monday, May 21, 2018	End Date: Friday, September 7, 2018 (actual end date may vary by assignment).
If you are not available for the start/end dates above, please provide alternate dates for consideration: Start: _____ End: _____	
Are you available to attend the Intern Orientation in Anchorage, Alaska on May 21, 2018 ? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If there is a possibility of an internship extension beyond published dates and you want to be considered, please check the box below. <input type="checkbox"/> Please consider me for an extended internship, if possible, I will be available to work until: _____	
INTERNSHIP TIMELINE:	
<ul style="list-style-type: none"> • Application Packet Deadline: November 15, 2017 • Telephone Interviews: December 11-14, 2017 • Final Selection / Notification: December 29, 2017 • Internship Orientation in Anchorage, AK: May 21, 2018 • Internship Period: May 21 - September 7, 2018 	

EXPERIENCE

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, skills and abilities such as communication, public speaking, 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).

SUBMITTAL INFORMATION

EMAIL:	Submit application and all required documentation to: internship@alyeska-pipeline.com Put the following in the subject line: Internship Program – Your Name
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Application Packet Due by Wednesday, November 15, 2017

FINAL CHECKLIST - Email the required documentation listed below:

<input type="checkbox"/> Internship Application (do not type in all CAPS)	<input type="checkbox"/> Personal Statement
<input type="checkbox"/> Voluntary EEO Form	<input type="checkbox"/> Copy of Official Transcript (send update for fall semester when posted)
<input type="checkbox"/> Current Resume	<input type="checkbox"/> One Letter of Recommendation (dated within the last 12 months of application)



Applicant EEO Information

Applicant Name (Print):

Equal Employment Opportunity Information

Alyeska Pipeline Service Company has an Equal Employment Opportunity Affirmative Action program. You may voluntarily help Alyeska in its efforts to comply with the program's reporting requirements by answering the following questions. Under the State and Federal law, the information you provide cannot be used to discriminate against you.

Ethnic Background:

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

Gender:

- Female
- Male

***Alaska Native Only**

Certificate of Indian Blood (CIB) Card? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide enrollment number:
Shareholder of Native Corporation(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, which corporation(s)?
Certificate of Enrollment? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If you are not a shareholder, are your parents or grandparents shareholders? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, which corporation(s)?
Tribal/Council Enrollment? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, indicate name of entity:

Use the space below to provide any additional information that may be helpful in determining your Alaska Native status:

[Empty box for additional information]