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| **ALYESKA INTERNSHIP PROGRAM INFORMATION**  |

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**
* **Engineering (Civil/Chemical/Electrical/Mechanical)**
* **Environment / Health & Safety**
* **Instrumentation / Process Technology**
* **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 to 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).

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| **Strong applications exhibit the following:** |
| * Sound academic credentials
 | * Minimum cumulative GPA of 3.00
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| * History of community involvement
 | * Leadership attributes
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| * Solid communication skills (verbal/written)
 | * Prior TAPS experience (preferred)
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| * Alaska residency (preferred)
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| **SUBMITTAL INFORMATION** |
| * 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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| **FINAL CHECKLIST - Attach documentation to the online application** |
| [ ]  Complete Online Internship Application & Voluntary EEO Form | [ ]  Current Resume |
| [ ]  Letter of Recommendation (dated within the last 12 months of application) | [ ]  Personal Statement |
| [ ]  **Copy** of Official Transcript (reflecting fall semester grades) |

Contact us immediately if extenuating circumstances preclude you from submitting a complete application packet by the packet deadline. Email any questions regarding the application process to internship@alyeska-pipeline.com or call (907) 787-8117.

**ANTICIPATED INTERNSHIP TIMELINE:**

* Internship Application – Extended Deadline: **Monday, January 31, 2022**
* Flexible Internship Term\*: **May 16 – September 4, 2022**

\*Start and end dates may vary by assignment.

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| **PERSONAL & CURRENT ACADEMIC INFORMATION** |
| Last Name       | First Name      | Middle Name      |
| Name of College or Technical School      | Intended Major      | Intended Minor       |
| Degree Program[ ]  Associates [ ]  Bachelors[ ]  Graduate | College Standing[ ]  Freshman [ ]  Sophomore [ ]  Junior [ ]  Senior[ ]  1st Year Graduate [ ]  2nd Year Graduate  | Anticipated Graduation(month / year)       |
| Cumulative GPA       |
| **ADDITIONAL INFORMATION** |
| Previous Alyeska Intern [ ]  Yes [ ]  No If yes, indicate year(s) of participation       | Alaska Native Science & Engineering (ANSEP) Member [ ]  Yes [ ]  No | Alyeska /TAPS ScholarshipRecipient [ ]  Yes [ ]  No |
| Previous TAPS Experience [ ]  Yes [ ]  NoIf yes, indicate employer / location:       | Alaska Resident[ ]  Yes [ ]  No | Country (if not U.S.)       |
| U.S. Military[ ]  Yes [ ]  No | Branch of Service      | Service Month/Year      to       | 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** |
| * 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, except for 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](https://www.tsa.gov/for-industry/twic)  |

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| **PERSONAL STATEMENT** |
| State your reasons for requesting this internship. Briefly highlight prior job, internship, and/or volunteer activities related to the type of internship you wish to pursue. Summarize your personal/educational accomplishments, educational and career goals, and demonstrated leadership experience. Summarize personal strengths, knowledge, and skills such as communication, public speaking, leadership or problem solving, etc. Finally, 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 INFORMATION** |

**DRUG SCREEN TESTING**

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](http://www.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 based on 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**

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| 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, 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)[ ]  American Indian[ ]  Asian[ ]  Black or African American  | [ ]  White[ ]  Hispanic[ ]  Native Hawaiian or Other Pacific Islander[ ]  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:       |