The Alaska Energy Authority has upcoming **Bulk Fuel Operator Training** classes being held on the following dates:

- September 8, 2014 through September 19, 2014
- April 13, 2015 through April 24, 2015
- April 27, 2015 through May 8, 2015

You are invited to submit names of individuals you would like to send to this training session. In order to be considered for training, candidates must be employed as an operator at the bulk fuel tank farm in your community.

The training session is 2 weeks long and is held at the Alaska Vocational Technical and Educational Center (AVTEC) in Seward, Alaska. The training program pays for tuition, and room and board while in Seward. *The training program did not receive funding for travel to and from Anchorage or meals and lodging while in Anchorage as in years past. Communities wishing to have their operators trained will need to pay for these costs.*

An application packet is enclosed with this solicitation. **Once the application is completed:**

- Fax the **6 page** application packet to the Training Department, Alaska Energy Authority at (907) 771-3044.
- Applications may also be scanned and emailed to training@aidea.org
- Originals may be mailed to 813 West Northern Lights Blvd, Anchorage, AK 99503, but please keep in mind the length of time it will take to arrive and mail accordingly.

If you have questions regarding the application, please contact the training department for assistance. You cannot be considered for training if your application is not completed correctly or is missing information. The application packet has changed so please pay close attention to the forms when filling them out.

It is in your best interest to submit your application as soon as possible since the class is filled on a **first come, first served basis.** Please indicate on the AVTEC application which class dates you are interested in attending.

If you have any questions, please call at 907-771-3000 or 1-888-300-8534 toll free.
EMPLOYMENT AGREEMENT

FOR

[Insert Name of Bulk Fuel Facility]

This Agreement is entered into on ___________ (date) between ___________________________ (employee name) and ___________________________ (Bulk Fuel Manager or Other Authority).

By this Agreement, it is agreed that new or continued employment to the above mentioned employee who, at the expense of the Alaska Energy Authority (AEA), successfully completes the Bulk Fuel Operator Training Course. The individual named was recommended to AEA for training by and employment will be guaranteed at ___________________________ (Name of Bulk Fuel Facility).

This Agreement in no way limits or constrains the utility from terminating the individual’s employment for cause or for occurrences beyond its control.

This Agreement has been agreed to and executed by:

For Employee:

__________________________
Signature

__________________________
Printed Name

__________________________
Title

__________________________
Date

For Above Named Utility/Facility:

__________________________
Signature/Utility Manager or Authority

__________________________
Printed Name

__________________________
Title

__________________________
Date

__________________________
Manager Contact Phone Number
## Participant Contact Sheet

ALL portions of this form MUST be filled out.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
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<tr>
<th>Home Phone</th>
<th>Work or Message Phone</th>
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<tr>
<th>Fax Number</th>
<th>Region</th>
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<table>
<thead>
<tr>
<th>Mailing Address</th>
<th>City, State</th>
<th>Zip</th>
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<table>
<thead>
<tr>
<th>Utility/City Manager Name</th>
<th>Contact Number</th>
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<table>
<thead>
<tr>
<th>Work Address (if applicable)</th>
<th>City, State</th>
<th>Zip</th>
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Alaska Energy Authority Training Program

Statement of Understanding

ZERO TOLERANCE & INCOMPLETION POLICY

The Alaska Energy Authority (AEA) has implemented a zero tolerance policy for the use or possession of alcohol and illegal drugs within its training programs. Therefore, individuals actively participating in a training program found to be under the influence or in possession of alcohol or illegal drugs shall be removed immediately from the program. This zero tolerance policy applies to all participants from the time they leave their communities. The employer of a participant, who chooses not to comply with this AEA policy and is removed from the program, is responsible for any and all training costs incurred. This includes, but is not limited to, bus fare, lodging expenses, tuition and meal costs.

If a participant fails to complete their courses and does not receive certification it is the responsibility of the employer to refund AEA any costs incurred on behalf of the participant.

I ______________________ (name of training participant) certify that I clearly understand and agree to the terms and conditions of the above stated policy.

_____________________________  __________________________
Signature, Training Participant          Date

I ______________________ (name of supervisor or designee) certify that I clearly understand and agree to the terms and conditions of the above stated policy.

_____________________________  __________________________
Signature, Supervisor or Designee          Date

Utility/Entity Name
Alaska Energy Authority Training Program

Statement of Understanding

REQUIRED SAFETY ITEMS

Due to safety requirements and in order to participate in the Alaska Energy Authority's training programs at AVTEC, trainees MUST have the following items:

- cotton duck bib overalls (i.e. Carharts);
- boots with oil resistant soles (non-slip) and safety toes (i.e. steel toed); and
- safety glasses

If individuals need to purchase the above mentioned items, they will have the opportunity before they begin their classes. The approximate cost of the needed items is $310 if purchased at Brown & Hawkin's, Urbach’s and True Value in Seward.

If individuals arrive without the needed items and with no means to purchase, they will not be allowed to participate in the training. AVTEC policy states that individuals cannot be allowed on training sites without the above mentioned items since they are safety requirements.

By signing this Statement of Understanding, I certify that I will bring these items with me to training or will purchase them before classes begin.

______________________________        __________________________
Signature, Training Participant           Date

______________________________
Printed Name

______________________________        __________________________
Signature, Supervisor or Designee           Date

______________________________
Printed Name
Training Application
PO Box 889 • Seward, AK 99664
1-800-478-5389 • Fax 1-907-224-4400

<table>
<thead>
<tr>
<th>Personal Information – Please send a photocopy of a government-issued picture I.D.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
</tr>
<tr>
<td>Mailing Address</td>
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<tr>
<td>(____)</td>
</tr>
<tr>
<td>Home Phone</td>
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<table>
<thead>
<tr>
<th>Training Choice – Please list the training course you are applying for.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Name:</td>
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<table>
<thead>
<tr>
<th>Educational Background – Please send a copy of high school or GED diploma or transcripts.</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School Diploma? □ Yes □ No</td>
</tr>
<tr>
<td>GED Diploma? □ Yes □ No</td>
</tr>
<tr>
<td>Attended College? □ Yes □ No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Financial Information – Financial aid must be secured prior to arrival for training.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please indicate how you intend to pay for your training (tuition, fees, books, tools, supplies, room and board). It is highly recommended that you apply for grants and scholarships to help fund your training. Please mark which agencies you intend to apply with:</td>
</tr>
<tr>
<td>Pell Grant</td>
</tr>
<tr>
<td>Scholarships</td>
</tr>
<tr>
<td>Alaska Student Loans</td>
</tr>
<tr>
<td>Other Grants</td>
</tr>
<tr>
<td>Veteran's Benefits</td>
</tr>
<tr>
<td>Personal Funds</td>
</tr>
<tr>
<td>Please complete the area below IF you already know which agencies will be assisting you financially:</td>
</tr>
<tr>
<td>Agency Name and Address</td>
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<tr>
<td>Agency Name and Address</td>
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</tbody>
</table>

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<tr>
<th>Housing</th>
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</thead>
<tbody>
<tr>
<td>Please indicate your housing preference while attending training:</td>
</tr>
<tr>
<td>□ Dormitory <em><strong>MINIMUM AGE IS 18 YEARS OLD FOR ACCEPTANCE INTO THE DORMITORY</strong></em></td>
</tr>
<tr>
<td>□ Family Housing (Family Housing is limited)</td>
</tr>
<tr>
<td>□ Off Campus</td>
</tr>
<tr>
<td>NOTE: CNA &amp; LPN courses are held in Anchorage and no dormitory or family housing is available.</td>
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</tbody>
</table>
Background Data

Have you ever been convicted of a felony?
□ Yes □ No
If yes, submit copies of court judgment records for review by AVTEC’s Counseling Department.

Are you currently incarcerated, on probation or parole, or have been within the past six months?
□ Yes □ No
If yes, submit copies of court judgment records for review by AVTEC’s Counseling Department.

Have you been court ordered to complete an assessment or treatment program?
□ Yes □ No
If yes, submit copies of court judgment records and proof of completion of the treatment program for review by AVTEC’s Counseling Department.

How Did You Hear About AVTEC? 

□ Agency Referral
□ Alumni Referral
□ Direct-Mail Flyer
□ Friends/Family
□ H.S. Counselor/Teacher
□ Internet
□ Met AVTEC Rep at Job Fair
□ Movie Ad
□ Newspaper Ad
□ Public Transportation
□ Radio or TV Ad
□ Toured AVTEC

Citizenship & Ethnicity - Voluntary completion by all applicants

□ Nonresident Alien
□ Race and Ethnicity Unknown
□ Hispanic of Any Race

Ethnicity - Voluntary completion by Non-Hispanics only

□ American Indian or Alaska Native
□ Asian
□ Black or African American
□ Native Hawaiian or Other Pacific Islander
□ White
□ Two or more races

Special Accommodations

Do you require any special accommodations? □ Yes □ No
If yes, please list:

Emergency Notification

Name: ___________________________ Relationship: ___________________________
Address: ___________________________ City: ___________________________ State: ______ Zip: ______
Home Phone: ______________________ Work Phone: ______________________ Cell Phone: ______________________

Admission Requirements – Read AVTEC’s catalog for complete requirements of intended course.

1. A $25 non-refundable application fee must be paid when each application is submitted.
2. Students are scheduled on a space-available basis.
3. A photocopy of a government-issued picture ID (i.e., driver’s license, state ID card, tribal ID card) must be submitted.
4. A photocopy of your High School/GED transcripts or diploma must be submitted. (Official transcript is NOT necessary.)
5. Applicants under the age of 18 must already have earned their high school or GED diploma, have parental permission, and approval of AVTEC Administration, before acceptance into any program is granted.
6. Prior to acceptance, all applicants must successfully complete a reading and math assessment that meets the chosen program’s requirements.
7. If an applicant is at least 18 years old, and does NOT have a diploma, he/she must pass an “Ability to Benefit” test.
8. Non-residents may enroll on a space-available basis no more than 45 days prior to the program start date. Non-resident tuition is double the amount listed for residents. (Other costs are the same as for Alaskan residents.)
9. The CNA and LPN programs have an additional checklist of prerequisites that must be met prior to admission.

Signature – To the best of my knowledge the above information is true and correct.

Applicants who do not pay the $25 application fee, do not complete their application process, or do not provide accurate and complete information will not be scheduled for training. If an applicant provides false information his/her acceptance will be canceled.

_________________________ \_________________________
Signature \ Date

AVTEC • PO Box 889 • 2nd Avenue • Seward, Alaska 99664-0889
Admissions Office 907-224-3322 • 1-800-478-5389 • FAX 1-907-224-4400 • www.avtec.edu

AVTEC does not discriminate due to race, color, national origin, age, sex, political affiliation, religious beliefs, or disability. AVTEC is a division of the Alaska Department of Labor and Workforce Development.