



813 WEST NORTHERN LIGHTS BLVD.

ANCHORAGE, ALASKA 99503
TOLL FREE (ALASKA ONLY) 888 / 300-8534

907 / 771-3000 Fax - 907 / 771-3044

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

- **September 12, 2011 through September 23, 2011.**
- **April 2, 2012 through April 13, 2012**
- **April 23, 2012 through May 4, 2012**

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 Jessica Stolp, Training Program Manager, Alaska Energy Authority at (907) 771-3044.
- Applications may also be scanned and emailed to jstolp@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 me 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 me at 907-771-3026 or 1-888-300-8534 ext. 3026 toll free. I look forward to hearing from you.

Sincerely,

Jessica Stolp
AEA Training Program

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:

For Above Named Utility/Facility:

Signature

Signature/Utility Manager or Authority

Printed Name

Printed Name

Title

Title

Date

Date

Manager Contact Phone Number

Participant Contact Sheet

ALL portions of this form MUST be filled out.

First Name

Last Name

Home Phone

Work or Message Phone

Fax Number

Region

Mailing Address

City, State Zip

Utility/City Manager Name

Contact Number

Work Address (if applicable)

City, State Zip



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

Background Data	
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, submit copies of court judgment records for review by AVTEC's Counseling Department.</i>	
Are you currently incarcerated, on probation or parole, or have been within the past six months? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, submit copies of court judgment records for review by AVTEC's Counseling Department.</i>	
Have you been court ordered to complete an assessment or treatment program? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, submit copies of court judgment records and proof of completion of the treatment program for review by AVTEC's Counseling Department.</i>	
How Did You Hear About AVTEC?	Citizenship & Ethnicity - <i>Voluntary completion by all applicants</i>
<input type="checkbox"/> Agency Referral <input type="checkbox"/> Alumni Referral <input type="checkbox"/> Direct-Mail Flyer <input type="checkbox"/> Friends/Family <input type="checkbox"/> H. S. Counselor/Teacher <input type="checkbox"/> Internet <input type="checkbox"/> Met AVTEC Rep at Job Fair <input type="checkbox"/> Movie Ad <input type="checkbox"/> Newspaper Ad <input type="checkbox"/> Public Transportation <input type="checkbox"/> Radio or TV Ad <input type="checkbox"/> Toured AVTEC	<input type="checkbox"/> Nonresident Alien <input type="checkbox"/> Race and Ethnicity Unknown <input type="checkbox"/> Hispanic of Any Race Ethnicity - <i>Voluntary completion by Non-Hispanics only</i> <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Two or more races
Special Accommodations	
Do you require any special accommodations? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please list:</i> _____	
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 for 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