ALASKA ENERGY AUTHORITY

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

ALASKA ENERGY AUTHORITY

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

x_____ 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

x_____ Date_____

Utility/Entity Name_____

ALASKA ENERGY AUTHORITY

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.

I _____ (name of training participant) certify that I will bring these items with me to training or will purchase them before classes begin.

Signature, Training Participant

x_____ Date_____

I _____(name of supervisor or designee) certify that I clearly understand and agree to the terms and conditions of the above stated policy and will make clear how the employee will pay for the items.

Signature, Supervisor or Designee

x_____ Date_____

Utility/Entity Name_____

50 YEARS AVTEC

PERSONAL INFORMATION – Please send a photocopy of a government-issued picture I.D.

Last Name _____ First Name _____ M. I. _____ Social Security Number (required) _____-_____-_____

Mailing Address _____ City _____ State _____ Zip Code _____ Date of Birth _____-_____-_____ Gender ☐ M ☐ F

Home Phone (____)_____ Cell Phone (____)_____ E-mail Address _____

TRAINING CHOICE – Please list the training course you are applying for.

Course Name: Bulk Fuel Operator Enrollment Date Desired:_____

EDUCATIONAL BACKGROUND – Please send a copy of High School or GED Diploma, or transcripts.

High School Diploma? ☐Yes ☐No _____ Graduation Year _____ Name of High School _____ City _____ State

GED Diploma? ☐Yes ☐No _____ Year of Diploma _____ Highest Grade Completed

Attended College? ☐Yes ☐No _____ Years/Credits Earned Vocational Training? ☐Yes ☐No _____ Months/Years Attended

FINANCIAL INFORMATION – Financial aid must be secured prior to arrival for training.

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:

- Pell Grant ☐Yes ☐No
- Scholarships ☐Yes ☐No (Civic Organizations, Schools, Private Companies)
- Alaska Student Loans ☐Yes ☐No
- Other Grants ☒Yes ☐No (State of Alaska Department of Labor and Workforce Development; Department of Vocational Rehabilitation; Bureau of Indian Affairs)
- Veteran's Benefits ☐Yes ☐No
- Personal Funds ☐Yes ☐No

Please complete the area below IF you already know which agencies will be assisting you financially:

Agency Name and Address: Alaska Energy Authority

Contact Person and Phone Number: Karin St. Clair 907-771-3081

Agency Name and Address _____

Contact Person and Phone Number _____

HOUSING

Please indicate your housing preference while attending training:

☐ Dormitory *MINIMUM AGE IS 18 YEARS OLD FOR ACCEPTANCE INTO THE DORM*

☐ Family Housing (Family Housing is limited)

☐ Off Campus

ALASKA RESIDENCY – THE APPLICANT…

☐ is domiciled in the state of AK.

☐ is presently serving in the military with the intent of being domiciled in the state of AK upon completion of military duty.

☐ has graduated from an accredited high school or post-secondary institution in the state of AK, or has earned a GED while domiciled in the state of AK.

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 $35 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 AVTEC Administration's approval 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 the "Ability to Benefit" test.
8. Non-resident tuition is double the amount listed for residents. (Other costs are the same as for Alaskan residents.)
9. Complete the Free Application for Federal Student Aid (FAFSA). AVTEC School Code is: **031603**

SIGNATURE – To the best of my knowledge, the above information is true and correct

Applicants who do not ~~pay the $35 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. Failure to pay by due dates may result in cancellation from training or dismissal. **THE TRAINING APPLICATION IS VALID FOR ONE YEAR.**

BY SUBMITTING THIS APPLICATION, I AGREE THAT I AM SOLELY RESPONSIBLE FOR ANY DEBT I HAVE INCURRED AT AVTEC.

_____ _____
SIGNATURE DATE

Submit This Application to Reserve a Dorm Room

_____ _____ _____ Gender: ☐ Male ☐ Female
Last Name First Name M.I.

_____ _____ _____ _____ _____
Mailing Address City State Zip Code E-mail Address

_____ / _____ /_____ _____ (_____)_____ (_____)_____
Date of Birth Current Age Home Phone Number Cell Phone Number

AVTEC – a Non-Smoking Facility

☐ I am a smoker
☐ I am a non-smoker

Training Program

_____

Start Date: _____ **Graduation Date:** _____

Emergency Notification

_____ _____ (_____) _____ (_____) _____
Name Relationship Home Phone Cell Phone

Dorm Preference / Roommate Request

Special Needs / Accommodations *(Please contact AVTEC Admissions Office with documented disability information.)*

Signature

I agree to be bound by the terms of the Dormitory Residence Contract printed on the back of this application.

I accept financial responsibility for the full contract period I have stated above. I understand I can break this contract only at the end of a school term (at Christmas break or summer break).

I understand that any violation of AVTEC policy regarding alcohol, drugs, violence, or other unacceptable behavior as detailed in AVTEC publications will result in the termination of this contract, but will not release me from the financial obligation.

Minimum Age is 18 for Acceptance into the Dormitory.

_____ _____ _____
Printed Name of Student **Student's Signature** **Date**

AVTEC - Alaska's Institute of Technology

Dormitory Application

Conditions of The Contract and Payment

This is a binding agreement between AVTEC and the student signing this contract.
This contract covers the entire academic year for which the student has contracted for training.

- A student may move in up to two days prior to the first date of training, and move out up to two days after graduation/withdrawal/termination. Any time beyond two days must be arranged with the Student Services Coordinator.
- The student resident must pay his/her dormitory bill for the entire term the first day of training. Fall term is the period of time from the start of the student's training program until the Christmas break. Spring term is the period of time from the end of Christmas break until the student's graduation date or summer break, whichever comes first. Failure to make timely payments may terminate the contract.
- If the student chooses to move into the dorms after the term has begun, fees must be paid when the student moves in for charges starting the day they move in until the end of the term.
- Students may move out of the dorms at the end of each term (Christmas and summer) without penalty. The student must notify a dormitory attendant that they do not intend to move back into the dormitory after the break. This notification must be made in writing.
- If a student moves from the dormitory at any time during the contract period, either by choice, eviction, withdrawal, or termination, the student forfeits payments made for the current dormitory term charges. Students who graduate early will be charged up to the date they move out of the dorms. Any payment in excess of charges will be refunded.
- Students who have been awarded sufficient financial aid to cover tuition and room and board payments may delay full payment until financial aid disburses. All payments will be automatically deducted for the remaining balance once the financial aid disburses.
- Students who do not meet requirements for their financial aid disbursement, due to not meeting Satisfactory Academic Progress requirements or any other reason, must make other payment arrangements for what is owed AVTEC.
- Termination of this contract for extenuating circumstances must be addressed in writing to the Student Services Coordinator and/or Deputy Director.

Conditions of Residence

- Dorm rooms are assigned by the AVTEC dorm staff; changes to room assignments must be made by the dorm staff.
- Each resident is responsible for keeping his/her residence clean and for preventing damage beyond reasonable wear to AVTEC property. Damage charges will be billed to the resident when damage occurs, or when the resident checks out. The resident will be responsible for the costs.
- AVTEC will assume no responsibility for the loss or damage of personal property of residents.
- The resident agrees to abide by all rules and regulations as printed in the AVTEC Student Handbook. Specifically alcohol and controlled substances are strictly prohibited from the dormitories, and all AVTEC facilities. Any student who is found in possession and/or under the influence of alcohol and /or controlled substances will receive an eviction notice from the dormitory with no refund of room and board for the term in which the eviction occurs. All other rules and regulations must be read and understood before the signing of this contract.

Name

First Name Last Name

E-mail

Phone Number

-

Area Code Phone Number

Number of Passengers *

For only $5.00 extra we pick up and drop off at any Anchorage Airport, any hotel in Anchorage, or any rental car company.

Need A Pick Up?

$5.00 extra per person for pick up or drop off

***Blackout dates:** We are not open on certain holidays including July 4th, New Years Day, and Christmas

Cancellation Policy - *PLEASE READ BEFORE PURCHASE

Cancellations by Clients: Cancellation by you, the client, (5) days or more prior to travel date will receive a full refund less a non-refundable 15% transaction fee of the total purchase price. Reservations canceled (2) day prior to travel date will be NON- REFUNDABLE.

Cancellations by SBL (Seward Bus Lines): In the rare event that a scheduled trip will be canceled by SBL, we reserve the right to cancel it for any reason we deem necessary be it weather, mechanical, logistical, or etc. we will refund all payments in full.

The full purchase price refund will the extent of our liability. We will not be held responsible for any and or other expenses incurred by the client by our cancellation.