



FAQ'S ON ALYESKA INTERNSHIPS

Can I send in my transcripts and letters of recommendation separately?

Alyeska would prefer that you send in all documents needed for the application be sent in one packet, as we receive a large number of applicants. If you are unable to get your transcripts in before the application deadline/postmarked January 20, 2012 you will need to provide the following:

- Please send a copy of your Transcript Request which must show the date requested. This date must be before the deadline!
and
- Add a copy of an "unofficial" transcripts as temporary with the expectation that the "Copy" of the "Official Transcript is on its way.

Letters of Recommendation can be sent via e-mail from the recommender ONLY!

Remember that incomplete applications will not be reviewed!

What type of internship will I be placed in?

Alyeska's goal is to place you as close to your interests and major as possible, however this will depend upon the projects and needs of departments. At this time I do not have internship position descriptions.

How much will I be paid?

Pay is determined after review date, and is based upon your previous experience and education level.

Do you hire international students?

Yes, however you must be eligible to work in the United States See page 3 & 4 of the Department of Homeland Security employment eligibility verification (i-9) form, which indicates the documents that you must provide to be eligible. Here is a link to the form on the Homeland Security website: <http://www.uscis.gov/files/form/i-9.pdf>

What are the start and end dates of the internship program?

SUMMER INTERNSHIP SESSION DATES:

- Session 1: Begins May 14, 2012 - Ends August 3, 2012 (12 Weeks)
- Session 2: Begins June 11, 2012 - Ends September 7, 2012 (12 Weeks)

Does Alyeska provide travel to and from Alaska?

Unfortunately we do not. It is the selected intern's responsibility to provide their own air transportation to and from Alaska. In addition, it is also the intern's responsibility to provide their own transportation to and from each worksite with the exception of the Pump Stations.

Does Alyeska provide housing for interns?

Yes, but only in limited locations. We do provide housing in Valdez Alaska (Summer Session 1 Only) and at the Pump Stations.

How will I be contacted?

Alyeska's Internship program contacts all applicants via e-mail for any updates and selected and non-selected candidates. Applicants must ensure that they have a good contact e-mail listed on the application.

When should I expect to hear something regarding my application?

Interviews will be conducted for all applicants via phone interviews soon after the close of the applications date. If for some reason Alyeska extends the deadline you will receive this information via e-mail, so ensure that you have a current e-mail on your application that you check frequently.

How will I know when my application is received?

You will receive an e-mail indicating that Alyeska has received your application.

Does Alyeska require drug screening for Internships?

Yes, for all positions including the internship program: PRE-EMPLOYMENT DRUG TESTING INFORMATION

As indicated, your employment with Alyeska is contingent upon successfully passing a background investigation, and a physical examination. Alyeska Pipeline Service Company (APSC) 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). Head hair testing provides an approximate 90 day window of detection that checks for illegal drug use. In addition, for Department of Transportation covered positions, APSC will also utilize urinalysis testing. Any positive drug test makes you ineligible for APSC employment.

It is important to note that 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).