

# Alaska Railroad Tour Guide Training Program

## STUDENT APPLICATION

Last Name, First Name		Date of Birth	Age
Mailing Address		City	State Zip
Email Address		Phone Number	
Parent/Guardian Name		Parent/Guardian Daytime Phone Number	
High School	Grade Level	Student I.D. #	

### Please answer the following questions:

Alaska has a very rich, diverse culture and history. In a paragraph, please describe your knowledge of Alaska's history, specifically the diverse cultures and people who call Alaska home, and the geography of Alaska.

Please note the places you have visited or lived in Alaska, and outside Alaska and describe what you liked or disliked about the places you have visited or lived in.

Though not required for the class or the job, in addition to English, what other languages do you speak?

The tour guide classes will be held at the King Tech High School. Classes will be held Monday through Thursday, 3:00 p.m. - 5:00 p.m., Jan. 22 - April 11, 2024. Transportation to the King Tech High School is not provided. Will you be able to arrange your own transportation to and from the King Tech High School?

Yes      No

### Please attach:

Paragraph answering questions above

Current resume

Unofficial copy of your current high school transcript

Two letters of recommendation (from either a teacher, counselor, clergy, community or volunteer agency representative).

**Please complete this application and return via email to Amy Brumbaugh (Brumbaugh\_Amy@asdk12.org) by 5 p.m. on Jan. 11, 2024.**

# ACKNOWLEDGMENT OF RESPONSIBILITIES

Students, parents/guardians, and school counselors, please read the following carefully and sign below, acknowledging that you understand the responsibilities associated with enrolling in the Alaska Railroad Corporation Tour Guide Training Program. I hereby ACKNOWLEDGE that:

1. The Training Program requires a significant time commitment from the students. I have reviewed the schedule for classroom training and field trips and understand that the students are expected to attend all such training trips. In addition, students will be required to be flexible regarding training schedules, as they may change from time to time to accommodate special learning opportunities.
2. The Training Program is managed by ASD and all applicable school district policies and rules (including drug policies) apply to the Training Program.
3. In order to complete the Training Program successfully, the student must attend all classroom training and field trips (unless the student's absence is authorized in advance) and satisfactorily complete all assignments and examinations.
4. If the student successfully completes the Training Program, they will receive one-half (1/2) of an elective academic credit.
5. If the student successfully completes the Training Program, they will be offered an opportunity to interview for the position of Alaska Railroad Corporation Tour Guide. There is no guarantee that the student will be selected for the position, and the student's enrollment in the Training Program is not a promise that they will ultimately be offered the position of tour guide.
6. Students are required to wear the ARRC uniform in class and, if selected for a tour guide position, must comply with uniform standards as a condition of employment.

I understand the commitment and responsibility for attending and participating in the Tour Guide Program. If I am selected, I will attend the entire training program as indicated above.

Date: \_\_\_\_\_  
Applicant

Date: \_\_\_\_\_  
Applicant's Parent/Guardian

Date: \_\_\_\_\_  
Applicant's High School Counselor

I have reviewed the schedule for classroom training and field trips and understand that my absence from either requires advance authorization. I would like to request authorization to be absent on the following dates:

Date: \_\_\_\_\_ Reason: \_\_\_\_\_

Date: \_\_\_\_\_ Reason: \_\_\_\_\_

Date: \_\_\_\_\_ Reason: \_\_\_\_\_