



# ALASKA RAILROAD

## TOUR GUIDE TRAINING PROGRAM



**ALASKA**  
RAILROAD

The Alaska Railroad Tour Guide Program was started in 1980 to offer Alaska's high school students a unique opportunity to gain important workplace skills and provide guests of the Alaska Railroad with first-class customer service and narration of the railbelt's rich history. The Alaska Railroad is proud of our partnerships with local school districts and takes great pride in our tour guides. Many graduates of the Tour Guide Training Program are still working in the travel and tourism industry; some even own their own businesses. We would like to invite you to apply for this prestigious program, but first...

### **Please ask yourself the following questions:**

1. Are you a reliable young adult who is currently a junior or senior in high school with a good attendance record?
2. Are you a young adult who wants to get a head start in the workplace?
3. Are you interested in representing the State of Alaska, the Alaska Railroad, and your school district?
4. Do you want to learn more about the travel and tourism industry?
5. Are you willing to speak about Alaska to visitors from throughout the U.S. and from all around the world?
6. Are you able to work well in a team environment and work independently?
7. Are you ready for the best summer job in Alaska?

If you answered yes to these questions,  
the Alaska Railroad Tour Guide Training Program wants to learn more about you!

**Please complete this application and return via email to  
Brumbaugh\_Amy@asdk12.org by 5:00 PM on January 12, 2023.**

# 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:

1. Alaska has a very rich, diverse culture and history. Please include a paragraph describing the following:  
Your knowledge of Alaska's history, specifically the diverse cultures and people who call Alaska home, and the geography of Alaska.
2. 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.
3. Though not required for the class or the job, in addition to English, please note other languages you speak.
4. The tour guide classes will be held at the King Tech High School. Classes will be held Monday through Thursday, 3:00 - 5:00 PM, January 23 - April 13, 2023. 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 \_\_\_\_
5. 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: \_\_\_\_\_ Student Signature \_\_\_\_\_

Date: \_\_\_\_\_ Parent Signature \_\_\_\_\_

**Please attach a current resume, an unofficial copy of your current high school transcript, and two letters of recommendation (from either a teacher, counselor, clergy, community or volunteer agency representative).**



# 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 the students' local school district and all applicable school district policies and rules (including drop 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.

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: \_\_\_\_\_