



## 2018 Summer Internship Program

### Application Packet

**Invitation to Apply:** Bering Straits Native Corporation (BSNC) and its subsidiaries seek applications from highly motivated BSNC shareholders and/or descendants who are interested in furthering their education and work experience by participating in a 12 week internship program.

**Requirements:** Applicants must be a shareholder or shareholder descendant who are current college students or who have recently graduated from college, or recent high school graduates who have been accepted to college or technical school and plan to attend in the fall. Successful applicants must have a 2.5 GPA or better. Applicants must be enrolled as a current full-time student (nine credits or higher).

**Deadline:** The completed application packet must be received by [March 30, 2018](#) and include the following documents:

1. Summer internship application
2. Current college/technical letter of acceptance
3. Current official copy of college / technical transcript(s) or high school diploma or GED certificate if recently graduated from high school
4. Current resume
5. Two letters of reference/recommendation (must be a professional reference i.e. teacher, counselor and/or job supervisor).
6. Essay (see application for essay question)
7. Copy of Certificate of Indian Blood (CIB) and/or proof of BSNC shareholder status.

A completed application packet must be submitted to the location where work is desired from the list below:

#### **NOME OFFICE**

Peggy A. Hoogendorn  
V.P Administration  
Bering Straits Native Corporation  
110 Front Street  
Nome, AK 99762  
(907) 443-4302  
(907) 443-2985 (fax)  
[peggy@beringstraits.com](mailto:peggy@beringstraits.com)

#### **ANCHORAGE OFFICE**

Nichole Young  
Human Resources Analyst  
Bering Straits Native Corporation  
3301 C Street, Suite 400  
Anchorage, AK 99503  
(907) 344-7274  
(907) 334-8315 (fax)  
[nyoung@beringstraits.com](mailto:nyoung@beringstraits.com)



**APPLICANT INFORMATION:**

\_\_\_\_\_
Last Name First Name M.I.

\_\_\_\_\_
Mailing Address

\_\_\_\_\_
Email Address

\_\_\_\_\_
City State Zip Code

\_\_\_\_\_
Daytime Phone Number Evening Phone Number

**SHAREHOLDER INFORMATION:**

Are you a registered shareholder of BSNC? No Yes (Must provide a copy of BSNC Enrollment Card)

Are you a descendant of a BSNC shareholder? No Yes, I am related to \_\_\_\_\_

**INTERNSHIP LOCATION:**

The BSNC Summer Internship Program is available in both Nome and Anchorage, AK. Please check the box of your first choice. If accepted for the program, we will make every effort to place you in your first choice location.

Anchorage Office – Corporate

Nome Office – Headquarters

**INTERNSHIP PROGRAM:**

How did you hear about the Summer Internship Program?

Shareholder Newsletter BSNC Website Other: \_\_\_\_\_
Employee Referral: \_\_\_\_\_

Have you previously participated in the BSNC Internship Program?
No Yes If yes, When? \_\_\_\_\_

**INTERNSHIP DEPARTMENTS:**

The BSNC Summer Internship Program is proud to offer a wide range of possible departments to work in. Please rate your first, second, and third choice. Please choose from: Accounting, Business Development, Construction, Corporate Compliance, Corporate Communications, Hospitality, HR, IT, Land, Legal, Operations, Shareholder Department, and Security. Please note that not all departments are in all locations.

1st Choice: \_\_\_\_\_ 2nd Choice: \_\_\_\_\_ 3rd Choice: \_\_\_\_\_



**EDUCATION AND TRAINING:**

**Current Enrollment:**

High School/GED

College

Technical School

**Current Class Standing:**

Freshman

Sophomore

Junior

Senior

Current/Overall GPA: \_\_\_\_

\_\_\_\_\_  
College/University/Technical School

\_\_\_\_\_ to \_\_\_\_\_  
Dates Attended

\_\_\_\_\_  
Major/Minor

\_\_\_\_\_  
College/University/Technical School

\_\_\_\_\_ to \_\_\_\_\_  
Dates Attended

\_\_\_\_\_  
Major/Minor

\_\_\_\_\_  
College/University/Technical School

\_\_\_\_\_ to \_\_\_\_\_  
Dates Attended

\_\_\_\_\_  
Major/Minor

**List your professional and technical abilities and experience for proper placement in our program:**

\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT HISTORY:**

Begin with your current job and then list the past three (3) years. Please attach your resume to this application. This section must be filled in. Do not list "See Resume". If you have more than two jobs in three years, please attach the additional jobs to this application.

\_\_\_\_\_  
Most Recent/Current Employer

\_\_\_\_\_  
Dates of Employment:

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Rate of Pay

\_\_\_\_\_  
Employers Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Supervisor's Name/Title

\_\_\_\_\_  
Reason for Leaving

**Describe your job duties:**

\_\_\_\_\_



\_\_\_\_\_  
Previous Employer

\_\_\_\_\_  
Dates of Employment:

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Rate of Pay

\_\_\_\_\_  
Employers Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Supervisor's Name/Title

\_\_\_\_\_  
Reason for Leaving

**Describe your job duties:**

\_\_\_\_\_

**PROFESSIONAL REFERENCES:** Please provide three professional references.

\_\_\_\_\_  
1 Name

\_\_\_\_\_  
Occupation

\_\_\_\_\_  
Years Known

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
2 Name

\_\_\_\_\_  
Occupation

\_\_\_\_\_  
Years Known

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
3 Name

\_\_\_\_\_  
Occupation

\_\_\_\_\_  
Years Known

\_\_\_\_\_  
Phone Number

**ACKNOWLEDGMENT**

The information that I have provided is accurate to the best of my knowledge and subject to validation by BSNC. I understand and agree that any misrepresentation, false statement or omission of a fact in my application may be justification for not being hired or, if hired, may subject me to discipline, up to and including termination of employment in the internship program.

If selected for the Summer Internship Program, I will comply with all rules, regulations, and policies of the program, as well as any additional rules the home company may provide to you. By signing this application, you agree to abide by these regulations if chosen for the program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## 2018 Summer Internship Follow Up Questions

This section must be completed in a short paragraph form.

1. What are your long term goals or career plans?

---

---

---

2. What skills and job experience(s) do you have in a business environment?

---

---

---

3. What do you expect or hope to learn from this internship?

---

---

---

4. Why do you want to participate in the Summer Internship Program?

---

---

---

### **ESSAY:**

On a separate piece of paper, please provide us with a one page, double-spaced paper describing yourself, your hobbies, your interests, the extra-curricular activities you're involved in, and anything else you would like us to know about you!

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature