

NEW CREW REGISTRATION QUESTIONNAIRE AND APPLICATION FORM FOR EMPLOYMENT

We would be very happy to represent you as your crew agent for the job you have applied for.

We require, however, that you please fill out this quick questionnaire and return ASAP.

It requires your complete honesty. Please note that it is sent (like a personal reference) to our clients as appropriate.

Your information stays confidential between us and our clients.

We understand that sometimes things happen that aren't always your fault and may need explaining.

Please place a **smiling**
photo
of yourself here.

Aim to present yourself as
a warm and friendly
professional.

Be 'in uniform'
No hats or glasses
Make sure **lighting is**
good (no shadows across

First Name:		Last Name:	
Position Apply:		Date of Birth:	
Age :		Gender:	
Passport No:		Passport Expiry Date:	
Passport Issue Country		Nationality:	
Residential Address:		Postal Address:	
Current Location:		Marital Status:	
Crew Contact Number:		Emergency Contact Number :	
E-mail Address:		Skype Address:	
Last Position Held:		Position Availability	

For any question that requires further explanation please include the information under the question.
You can remove the 'instruction'

Please leave either a Y or N indication.
Remove whichever does not apply

1	Have you ever been fired from a job or "let go"? <i>If so, under what circumstances? If you have not indicated on your CV the reasons why you left your various jobs, we still want to know why you left! ...especially if the job was under a year's duration. Your justification may be that the role was: 'seasonal' or 'temp', or that the yacht was sold... You don't necessarily need to give us an elaborate explanation but it needs to be clear .</i>		Y or N
2	Have you ever left a job without giving the correct notice? <i>If so, under what circumstances?</i>		Y or N
3	Do you have a criminal record?		Y or N
4	Have you ever had criminal or civil charges laid against you?		Y or N
5	Have you ever been declared bankrupt?		Y or N
6	Do you smoke?		Y or N
7	Have you ever had substance abuse issues? i.e., alcohol or any illicit or prescribed drugs.		Y or N
8	Do you have any tattoos or piercings? <i>If so, where? Are they visible? Please include a photo.</i>		Y or N
9	Is your photo recent? ie. under 3 months old. <i>If not, you will need to take a recent photo. Make sure that it is not a "selfie". Be in uniform, with a marine background well groomed, no sunglasses or hats. Ensure that the lighting is flattering (no dark shadows or shiny patches) Above all: SMILE. Your photo also needs to be large enough in file size to be crisp and clear.</i>		Y or N
10	When is your ENG1 medical certificate valid until?		mm-yy

EMERGENCY CONTACT DETAILS

CREW MEMBER EMERGENCY CONTACT ADDRESS:

EMPLOYMENT DESIRED

When are you available to start work?

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EDUCATION / PROFESSIONAL TRAINING

TYPE OF SCHOOL	NAME OF SCHOOL & LOCATION	QUALIFICATION OBTAINED	MAJOR & SPECIALISATION	NUMBER OF YEARS COMPLETED
High School				
College/ university				
Professional or Graduate School				
Professional Training				
Professional Training				
Professional Training				
Professional Training				
Professional Training				
Professional Training				
Professional Training				
Professional Training				

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WORK EXPERIENCE / EMPLOYMENT HISTORY

Please list your work experience for the past five years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.

Name of Employer Address City, State, Zip Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. 			

Name of Employer Address City, State, Zip Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your Last Job Title		
Reason for leaving (be specific)			

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List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Name of Employer Address City, State, Zip Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
Your last job title			
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

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Name of Employer Address City, State, Zip Phone number	Name of last supervisor	Employment dates From To	Pay or salary Start Final
Your last job title			

Reason for leaving (be specific)
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Are you currently employed?	☐ Yes	☐ No
May we contact your present employer?	☐ Yes	☐ No
Did you complete this application yourself?	☐ Yes	☐ No
If not, who did? 		

Have you ever been convicted of a felony?	☐ Yes	☐ No
If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.		

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Have you ever been employed with this company?	☐ Yes	☐ No
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If yes, when? _____

Do you have any friends or relatives employed by this company?	☐ Yes	☐ No
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If yes, please provide their names and relationship to you.

<u>REFERENCES</u>

Please list below three persons not related to you who have knowledge of your work performance and/or personal qualifications within the last 5 years.
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Name	Occupation	
Company name	Address	
Telephone	E-mail	Years acquainted
Name		Occupation
Company name	Address	
Telephone	E-mail	Years acquainted
Name		Occupation
Company name	Address	

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Telephone	E-mail	Years acquainted
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APPLICATION FORM WAIVER – PLEASE READ CAREFULLY

In exchange for the consideration of my job application by _____
(hereinafter called “the Company”), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of _____, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President /General Manager of the

Company. Both the undersigned and may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract.

I also understand that (1) the Company has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy.

I understand that, in connection with the routine processing of your employment application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested by it.

I further understand that my employment with the Company shall be probationary for a period of ninety (90) days, and further that at any time during the probationary period or thereafter, my employment relation with the Company is terminable at will for any reason by either party.

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Further,

To further enhance your CV and application could you please **send us any good photos that you may have of your work or a good video of yourself, video duration must be 02 minutes and not longer than 04 minutes?** as this gives your CV a boost because it's not just words! *i.e. Chefs should send sample menus with pictures of their food, Stewards should send examples of table settings, floral arrangements etc., Deck crew may have photos of themselves driving tenders or doing deck work, Captains may like to include some photos of their yachts.*

FINALLY,

Now that the new Maritime Labour Convention laws are in effect, we are required to sight candidates' **ENG1** or equivalent medical cert, as well as their **primary qualification** (STCW BST will be fine unless you are an officer – then we need your primary qualification scan) and some **photo identification** (passport page).

Please send scans of this back to us soonest and note that you must have your originals with you when you join a yacht, as Flag and Port State check this.

We would also like scans of your written references as these are excellent support for your application so, please send these now.

Are you aware of your Seafarer rights and duties as per the Maritime Labour Convention (MLC) 2006?
For information please follow this link:

https://www.ilo.org/wcmsp5/groups/public/@ed_norm/@normes/documents/normativeinstrument/wcms_090250.pdf

Declaration Ideclare that the answers to the questions in this application are true and correct. I understand that if any of the information is proved to be false or misleading or any relevant information is left out on this form or any other supporting documents, e.g. CV, then this may lead to my application being rejected or if appointed to a role, then I may be instantly dismissed.

Applicant signature

Signature _____ Date _____

Declared by:		Date:	Signature:
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Interview by:		Date:	Signature:
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