



Dear Applicant,

Thank you for your interest in Westar Marine Services.

THE FOLLOWING ITEMS ARE REQUIRED in order to apply for any waterside position:

- Valid Driver's License
- Copy of 3 year Driving Record from DMV
- Verifiable Social Security card or Passport or resident Alien Card (Green Card)
- U.S. Merchant Mariners Document or Merchant Mariners Credential
- U.S Coast Guard License or Merchant Mariners Credential
 - Launch Operator – min. 100 Ton Inland waters License
 - Tugboat Operator – min. 200 Ton Inland waters with Master of Towing
- Transportation Workers Identification Card (TWIC)
- Valid CPR Certificate
- Valid First Aid Certificate
- Regulated NIDA (SAMSHA) Pre-Employment Drug Screen and/or proof of Random Drug Testing participation and/or authorization for information from previous employer regarding drug tests
- Master, Mates and Pilots (MMP) Union Membership Card

WESTAR MARINE SERVICES DOES NOT ACCEPT INCOMPLETE APPLICATIONS!

Please follow the directions closely and submit it by post or in person to:

Westar Marine Services

Pier 50, Shed C

Attn: Human Resources

San Francisco, CA 94158

Relevant Addresses and Information

CPR and First Aid Training

Bay Area Red Cross

85 Second Street, 8th Floor

San Francisco, CA 94105

(415) 427-8000

<http://www.redcrossbayarea.org>

The Cost is approximately \$65.00 and is the responsibility of the applicant.

Regulated NIDA (SAMSHA) Pre-Employment Drug Screen

St Francis Health Center at the Ballpark

24 Willie Mays Plaza

San Francisco, CA 94107

(415) 972-2249

http://www.saintfrancismemorial.org/Medical_Services/195459

The Cost is \$60.00 at the time of the screen and is the responsibility of the applicant.

Master, Mates and Pilots (MMP)

Union Membership Card

Master Mates and Pilots (San Francisco Branch)

548 Thomas L. Berkley Way

Oakland, CA 94611

(415) 543-5694

<http://www.bridgedeck.org/>

The Cost is \$90.00 payable by cashier's check only and is the responsibility of the applicant.

Transportation Workers Identification Card (TWIC)

http://www.uscg.mil/nmc/mmc_twic_announcements.asp

http://www.tsa.gov/what_we_do/layers/twic/twic_faqs.shtm#twic_cost

<http://www.twiccard.com/>

The Cost is \$132.50 and is the responsibility of the applicant.

Merchant Mariner Credential Checklists

<http://www.uscg.mil/nmc/checklists.asp>

http://www.uscg.mil/nmc/user_fees.asp

The Cost is \$95 for the evaluation and then a \$45 Issuance fee and is the responsibility of the applicant.

DMV 3 year driving record print out

<http://www.dmv.ca.gov/>

The Cost is \$5 and is the responsibility of the applicant.

Application for Employment

Please Print

Equal access to programs, services and employment opportunities is available to all persons without regard to age, ancestry, color, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, military or veteran status, national origin, race, religion, sex (includes pregnancy, childbirth, breastfeeding, and/or related medical conditions), sexual orientation, or any other basis protected by federal, state, and/or local law.

In accordance with the Americans with Disabilities Act and/or applicable state and local laws, applicants requiring reasonable accommodations for the application and/or interview process should notify the Human Resources Department. Examples of reasonable accommodations include making a change to the application process; providing written materials in an alternate format such as braille, large print, or audio recording; using a sign language interpreter; using specialized equipment; or modifying testing conditions.

Name _____ Applicant ID # _____
Last First Middle
 Address _____
Street City State ZIP Code
 Telephone # () _____ Cellular/Other Phone # () _____ E-mail Address _____
 Position(s) applied for _____ Date of application ____/____/____
 Referral Source (e.g., Walk-in, Job Posting, Company's Website, etc.) _____

If necessary, best time to call you is _____ : _____ AM
 PM
☐ Home ☐ Cellular/Other

May we contact you at work? ☐ Yes ☐ No
 If yes, work number and best time to call:
 () : _____ AM
 PM

If you are under 18 and it is required,
 can you furnish a work permit? ☐ N/A ☐ Yes ☐ No
 If no, please explain: _____

Have you submitted an application here before? ☐ Yes ☐ No
 If yes, give date(s) and position(s): _____

Have you ever been employed here before? ☐ Yes ☐ No
 If yes, give dates: From ____/____/____ To ____/____/____

Is this application a request for reemployment
 following an extended military leave of absence
 from this company? ☐ Yes ☐ No

If yes, additional information may be requested.

Are you lawfully authorized to work in
 the United States? ☐ Yes ☐ No

Date available for work _____/____/____

What is your desired salary range or hourly rate of pay?
 \$ _____ Per _____

Type of employment desired: ☐ Full-Time ☐ Part-Time
☐ Educational Co-Op ☐ Seasonal ☐ Temporary

Will you relocate if job requires it? ☐ Yes ☐ No

Will you travel if job requires it? ☐ Yes ☐ No

If they have been explained to you, are you able to meet the
 attendance requirements of the position? ... ☐ N/A ☐ Yes ☐ No

Will you work overtime if required? ☐ Yes ☐ No

If no, please explain: _____

Are you able to perform the "essential functions" of the job for which
 you are applying (with or without reasonable accommodation)?

This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

☐ Yes ☐ No ☐ Need more information about the
 job's "essential functions" to respond

Driver's license number required if driving may be required in the
 job for which you are applying:

_____ State _____

Have you ever been bonded? ☐ Yes ☐ No

Have you entered into an agreement with any former employer or
 other party (such as a noncompetition agreement) that might, in any
 way, restrict your ability to work for our company? ☐ Yes ☐ No

If yes, please explain: _____

Employment History

Starting with your most recent employer, provide the following information.

Employer	Telephone # ()
Street address	City State
Starting job title/final job title	Dates employed Month Year to Month Year
Immediate supervisor and title (for most recent position held)	May we contact for reference? E-mail: ☐ Yes ☐ No ☐ Later
Why did you leave?	
Summarize the type of work performed and job responsibilities.	
What did you like most about your position?	
What were the things you liked least about the position?	

Employer	Telephone # ()
Street address	City State
Starting job title/final job title	Dates employed Month Year to Month Year
Immediate supervisor and title (for most recent position held)	May we contact for reference? E-mail: ☐ Yes ☐ No ☐ Later
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Employer	Telephone # ()
Street address	City State
Starting job title/final job title	Dates employed Month Year to Month Year
Immediate supervisor and title (for most recent position held)	May we contact for reference? E-mail: ☐ Yes ☐ No ☐ Later
Why did you leave?	
Summarize the type of work performed and job responsibilities.	
What did you like most about your position?	
What were the things you liked least about the position?	

Employment History (continued)

Explain any gaps in your employment, other than those due to personal illness, injury, or disability. _____

If not addressed on previous page, have you ever been fired or asked to resign from a job?..... ☐ Yes ☐ No

If yes, please explain: _____

Skills and Qualifications

Summarize any special training, skills, languages, licenses, and/or certificates that may assist you in performing the position for which you are applying:

Computer Skills (Include software titles and level of experience, such as basic, intermediate, or advanced.)

☐ Word Processing _____ Level: _____ ☐ Internet _____ Level: _____

☐ Spreadsheet _____ Level: _____ ☐ Other _____ Level: _____

☐ Presentation _____ Level: _____ ☐ Other _____ Level: _____

☐ E-mail _____ Level: _____ ☐ Other _____ Level: _____

Educational Background

Starting with your most recent school attended, provide the following information.

School (include City and State)	# of Years Completed	Completed	GPA Class Rank	Major/Minor
		☐ Diploma ☐ GED ☐ Degree _____ ☐ Certification _____ ☐ Other _____		
		☐ Diploma ☐ GED ☐ Degree _____ ☐ Certification _____ ☐ Other _____		
		☐ Diploma ☐ GED ☐ Degree _____ ☐ Certification _____ ☐ Other _____		
		☐ Diploma ☐ GED ☐ Degree _____ ☐ Certification _____ ☐ Other _____		

References

List names and telephone numbers of three business/work references who are **not** related to you and are **not** previous supervisors.

If not applicable, list three school or personal references who are **not** related to you.

Name	Title	Relationship to You	Telephone	E-mail	# of Years Known
			()		
			()		
			()		

Related Information

When answering these questions, please exclude any information that would reveal age, ancestry, color, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, military or veteran status, national origin, race, religion, sex (includes pregnancy, childbirth, breastfeeding, and/or related medical conditions), sexual orientation, or other similarly protected status.

To what job-related organizations (professional, trade, etc.) do you belong? _____

List special accomplishments, publications, awards, etc. _____

List any relevant volunteer work. _____

Is there any other job-related information you want us to know about you? _____

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete, and correct.

I expressly authorize, without reservation, the employer, its representatives, employees, or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resumé, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees, or representatives, for seeking, gathering, and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations, or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state, or federal law.

I understand that this application remains current for only 60 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that reasonable safeguards will be taken to protect all personal information provided or obtained in conjunction with this application for employment. My personal information may be shared with the employer's affiliate(s) and third parties engaged by the employer to perform services for the employer. Any personal information shared with an affiliate or third party is to be used solely to perform the services requested by the employer.

This Company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her age, ancestry, color, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, military or veteran status, national origin, race, religion, sex (includes pregnancy, childbirth, breastfeeding, and/or related medical conditions), sexual orientation, or any other protected status under applicable federal, state, or local law.

I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date ____/____/____



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