

# Instruction Page

## Boat Crews USA Application Package

Following is the contents of an Application Package. Please read each page in its entirety and fill out all applicable areas as completely as possible. The more information we have the better we will be at finding you the job you're looking for.

### Enclosures:

1. **Marine Application:**
  - a. Fill out completely and legibly
2. **Contract:**
  - a. Read Carefully, Sign, Date and insert Social Security Number in the appropriate areas.
3. **Check Mailing Agreement:**
  - a. Read Carefully
  - b. **DO NOT** enter anything on the "I here by authorize \_\_\_\_\_, to" line
  - c. Check appropriate line (Mail or Direct Deposit), Sign, Print Name & SSN, Address, Phone and have notarized by certified notary
4. **Limited Power of Attorney:**
  - a. Fill in Name, Address, City, State, Zip, Phone and SSN
  - b. Check Appropriate line (Hold or Mail), have 2 witnesses sign witness section, Sign and have notarized by certified notary
5. **Work Reference Form:**
  - a. Fill out all areas the are applicable, Print name in box at bottom, Date and Sign
6. **Check Authorization Form:**
  - a. Enter name of individual that has authority to pickup or have their name included on your check, fill out date and Sign
7. **Equal Employment Opportunity Form:**
  - a. Fill out all areas that are applicable, Date and Sign

### Documentation:

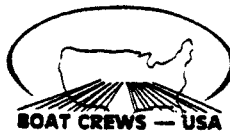
#### Send copies of:

1. Drivers License (if you have one)
2. Social Security Card
3. Passport (if you have one)
4. Z-Card (if you have one)
5. All US Coast Guard Licenses you hold

**Mail all material to:** Boat Crews USA  
One Seine ct. Suite 309  
New Orleans, LA 70114

**Remember:** You are not under any obligation to accept any position presented to you from Boat Crews USA and you will not pay Boat Crews USA a cent unless you take a position presented to you by Boat Crews USA. We appreciate the opportunity to find you the job you're looking for. We know you will be pleased with our efforts! If you have any questions please call us at (504) 362-8809.

THE SUPREME COURT OF THE UNITED STATES ON PERSONNEL CONSULTANTS: THE SERVICE RENDERED IN ACTING AS THE PAID REPRESENTATIVE OF ANOTHER TO FIND A POSITION IN WHICH TO EARN AN HONEST LIVING IS USEFUL, COMMENDABLE AND IN GREAT DEMAND (244 US 59081 LED 1336).



# MARINE APPLICATION #

□ □ □ □ □

CODE #  
LAST NAME

LAST NAME FIRST MIDDLE DATE OF APPLICATION A/E

HOME ADDRESS CITY STATE ZIP

CAR/YEAR/MAKE SALARY DESIRED POSITION

SOCIAL SECURITY # SALARY LEAST ACCEPTABLE

How did you hear of us?  
 Newspaper  Yellow Pages  Other \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
 Other (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
 Other (\_\_\_\_) \_\_\_\_ - \_\_\_\_

EDUCATION	NAME OF SCHOOL	LOCATION (CITY & STATE)	DATES ATTENDED		GRADE AVERAGE	GRAD	DEGREES TITLES	INDICATE MAJOR OR LIST MAJOR SUBJECTS
			FROM	TO				
HIGH SCHOOL							GED <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>	
COLLEGE OR TRADE SCHOOL							YES <input type="checkbox"/> NO <input type="checkbox"/>	

### MERCHANT MARINE DOCUMENT (Z CARD)

ENDORSEMENT:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### DECK/ENGINEER LICENSE

ENDORSEMENT:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Can you pass a physical?  YES  NO Date last tested \_\_\_\_\_

Can you pass a drug test?  YES  NO Date last tested \_\_\_\_\_

Do you hold a valid driver's license  YES  NO DL # \_\_\_\_\_

U.S. Passport  YES  NO Exp. Date \_\_\_\_\_

#### CHECK EXPERIENCE SKILLS

<input type="checkbox"/> AB	<input type="checkbox"/> ENGR 3RD	<input type="checkbox"/> OILER
<input type="checkbox"/> AB UNLIMITED	<input type="checkbox"/> ENGR CHIEF	<input type="checkbox"/> ORDINARY SEAMAN
<input type="checkbox"/> CAPTAIN 100 TON	<input type="checkbox"/> ENGR CHIEF ASST	<input type="checkbox"/> PILOT
<input type="checkbox"/> CAPTAIN 1600 TON	<input type="checkbox"/> ENGR UNLIC	<input type="checkbox"/> PUMPMAN
<input type="checkbox"/> CAPTAIN RELIEF	<input type="checkbox"/> MASTER	<input type="checkbox"/> QMED
<input type="checkbox"/> COOK	<input type="checkbox"/> MASTER UNLIMITED	<input type="checkbox"/> RADIO OFFICER
<input type="checkbox"/> DECKHAND	<input type="checkbox"/> MATE	<input type="checkbox"/> TANKERMAN INLAND
<input type="checkbox"/> ELECTRICIAN	<input type="checkbox"/> MATE 2ND	<input type="checkbox"/> TANKERMAN OFFSHORE
<input type="checkbox"/> ENGR 1ST	<input type="checkbox"/> MATE 3RD	
<input type="checkbox"/> ENGR 2ND		<input type="checkbox"/> OTHER _____

### SHOW PRESENT OR MOST RECENT EMPLOYMENT FIRST

FIRM	PHONE#	SALARY:	SUPERVISOR
ADDRESS	POSITION / DUTIES		
FROM-TO (MO/YR)	TYPE OF BUSINESS		
REASON FOR LEAVING			
FIRM	PHONE#	SALARY:	SUPERVISOR
ADDRESS	POSITION / DUTIES		
FROM-TO (MO/YR)	TYPE OF BUSINESS		
REASON FOR LEAVING			
FIRM	PHONE#	SALARY:	SUPERVISOR
ADDRESS	POSITION / DUTIES		
FROM-TO (MO/YR)	TYPE OF BUSINESS		
REASON FOR LEAVING			
FIRM	PHONE#	SALARY:	SUPERVISOR
ADDRESS	POSITION / DUTIES		
FROM-TO (MO/YR)	TYPE OF BUSINESS		
REASON FOR LEAVING			

TYPES OF BOATS	AREAS WORKED	HORSEPOWER	TYPE OF WORK	# OF BARGES	ENGINES
<input type="checkbox"/> CREW BOAT	<input type="checkbox"/> ALASKA	<input type="checkbox"/> 1000-2000	<input type="checkbox"/> ANCHOR	<input type="checkbox"/> 1-3	<input type="checkbox"/> ALCO
<input type="checkbox"/> FREIGHTER	<input type="checkbox"/> GULF	<input type="checkbox"/> 2000-5000	<input type="checkbox"/> CONTAINER	<input type="checkbox"/> 3-6	<input type="checkbox"/> CAT
<input type="checkbox"/> PUSH BOAT-INLAND	<input type="checkbox"/> UPPER MISSISSIPPI	<input type="checkbox"/> 5000-8000	<input type="checkbox"/> JACK-UPS	<input type="checkbox"/> 6-12	<input type="checkbox"/> CUMMINGS
<input type="checkbox"/> SHIP	<input type="checkbox"/> LOWER MISSISSIPPI	<input type="checkbox"/> 8000-10,000	<input type="checkbox"/> RIG MOVES	<input type="checkbox"/> 12-24	<input type="checkbox"/> COOPER BESS
<input type="checkbox"/> SUPPLY BOAT	<input type="checkbox"/> ICW		<input type="checkbox"/> SEISMIC	<input type="checkbox"/> 24-48	<input type="checkbox"/> DETROIT
<input type="checkbox"/> TANKER	<input type="checkbox"/> WESTERN RIVER		<input type="checkbox"/> TOWS		<input type="checkbox"/> EMD
<input type="checkbox"/> TOW BOAT	<input type="checkbox"/> EAST COAST				<input type="checkbox"/> ENTERPRISE
<input type="checkbox"/> UTILITY BOAT	<input type="checkbox"/> WEST COAST				<input type="checkbox"/> FAIRBANKS
<input type="checkbox"/> OTHER _____	<input type="checkbox"/> LAKES				<input type="checkbox"/> GM
	<input type="checkbox"/> DEEP SEA				<input type="checkbox"/> NOHAB
	<input type="checkbox"/> OTHER _____				

1. This contract is entered into by and between \_\_\_\_\_ hereinafter referred to as the applicant and BOAT CREWS USA hereinafter referred to as the employment services. Acceptance means agreement by applicant with employer to begin work.

2. Should applicant accept employment with an employer to which the employment service has referred him/her within one year from the date of this contract, the applicant agrees to pay a fee for professional services rendered in accordance with the schedule contained in paragraph #4. This contract can be terminated by either party at any time by written notice, but not to the detriment of any legal rights or obligations incurred prior to such termination.

3. Applicant hereby agrees to execute a payroll check mailing agreement and a limited power of attorney authorizing the employment service to receive applicant's payroll checks, pay to itself the applicable placement fee and remit the remainder of wages to applicant as spelled out in the limited power of attorney.

4. The professional service placement fee shall be based on the applicant's projected daily wage rate, multiplied times 14 days.

5. Upon acceptance of a job, the employment service shall prepare an invoice which states the actual placement fee and place the invoice in the applicant's file. The placement fee shall be paid in strict accordance with terms of the limited power of attorney alluded to above and all files concerning the placement fee, limited power of attorney and mailing agreement shall be maintained in the applicant's file for a period of 5 years after the aforementioned power of attorney expires.

6. The estimates of applicant's daily wage rate are for the purpose of computing service charge and in no way guarantee the procured employment for a year. The fee is earned by the employment service when applicant accepts employment and is payable as follows

No down payment is required! Payments will be 20% of Gross Pay of each payroll check until fee has been paid in its entirety.

**GUARANTEE:** If position employment service has obtained for applicant ends within 90 days from date of employment, regardless of reason, the service charge will be reduced to 20% of gross earnings of applicant. All refunds due shall be made promptly by employment service upon proper verification of earnings with employer, and in no case shall the delay exceed 14 days from applicant's request. If applicant accepts a position and then remains with his present employer, he agrees to pay 20% of the applicable fee for position accepted.

7. Applicant hereby stipulates and agrees to pay a penalty of 25% as attorney fees, plus court cost, on the earned fees due the employment service should it become necessary for the service to obtain counsel, a collection service, or resort to court action to collect same.

8. It is understood that if any section of this contract is in conflict with Louisiana Private Employment Service Law, or the rules and regulations established thereunder, then the provisions of law, rule and regulations shall govern. The declaration that any section of this contract conflicts with the provisions of law shall not render the remainder of this contract null, and to that end the sections of this contract are declared severable.

9. Boat Crews-USA agrees that it will not under any interpretation of this contract make more than one service charge for any one placement. The parties hereto acknowledge receipt of a copy of this contract: they have read and understand all provisions thereof and agree to abide by its terms and conditions.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Boat Crews USA

NOTE:PAYROLL DEPARTMENT  
RE: Check Mailing Agreement

I hereby authorize \_\_\_\_\_, to (check one below)

- Mail my check to me at the below listed service
- Direct deposit my pay checks into the applicants ESCROW checking account of the below listed service.

**BOAT CREWS USA  
P.O. BOX 741027  
NEW ORLEANS, LA 70174-1027  
(504) 362-8809**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name & Social Security Number

\_\_\_\_\_  
Permanent Address

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

Before me, the undersigned authority on this day personally appeared \_\_\_\_\_ known by me to be the person whose name is subscribed to the foregoing instrument.

Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_

NOTARY PUBLIC IN and FOR \_\_\_\_\_,  
(Parish or County) (State)

LIMITED POWER OF ATTORNEY

TO: Boat Crews USA/Eugena E Cate

KNOW ALL BY THESE PRESENTS:

THAT I, ( Name ) \_\_\_\_\_ SSN \_\_\_\_\_  
( Add ) \_\_\_\_\_  
( City, St, Zip ) \_\_\_\_\_  
( Phone ) \_\_\_\_\_

desiring to execute a LIMITED POWER OF ATTORNEY, do hereby make, name, constitute and appoint BOAT CREWS USA/Eugena E Cate my true and lawful agent and attorney in fact for me and in my name, place and stead to perform the following matters:

Upon receipt of my payroll check from my employer, your are to endorse and immediately deposit such check into the Applicants' Escrow account of Boat Crews USA, which escrow account is to be used exclusively for the receipt and disbursement of applicant' funds.

You are authorized to issue checks from such account on my behalf for the following purposes:

- 1. To Boat Crews USA in accordance with terms of my applicant contract for payment of the authorized placement fee.
2. To myself for all amounts of wages remaining after the placement fee has been paid. Checks issued to me shall be remitted in one of the manners listed below:

Check one:

- ( ) Hold escrow check and all employer checkstubs at Boat Crews USA until I pick them up or until I notify you to mail them to me.
( ) Mail all escrow checks at the time of issue, along with all employer checkstubs to me at the address listed above.

Witnesses: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

Before me, the undersigned authority, and in the presence of competent witnesses listed above, on this day personally appeared the individual known by me to be the person whose name is subscribed to this instrument, and acknowledged to me that he executed this power of attorney for the purposes and considerations contained herein.

Given under my hand and seal  
this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_

NOTARY PUBLIC IN & FOR \_\_\_\_\_,  
( Parish or County ) ( State )

**BOAT CREWS-USA  
WORK REFERENCE FORM**

COMPANY \_\_\_\_\_ TELE \_\_\_\_\_

Mr/Mrs. \_\_\_\_\_

I'm calling to verify the previous employment record of \_\_\_\_\_

What were the date of his/her employment? From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_.

What was his/her Positions? \_\_\_\_\_

Did he/she advance in his/her position with you?	Yes	No
Did he/she Follow instructions satisfactorily?	Yes	No
Was his/her work satisfactory?	Yes	No
Was his/her attendance satisfactory ?	Yes	No
Would you rehire this person?	Yes	No

Comments:

\_\_\_\_\_

COMPANY \_\_\_\_\_ TELE \_\_\_\_\_

Mr/Mrs \_\_\_\_\_

I'm calling to verify the previous employment record of \_\_\_\_\_

What were the date of his/her employment? From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_.

What was his/her Positions? \_\_\_\_\_

Did he/she advance in his/her position with you?	Yes	No
Did he/she Follow instructions satisfactorily?	Yes	No
Was his/her work satisfactory?	Yes	No
Was his/her attendance satisfactory ?	Yes	No
Would you rehire this person?	Yes	No

Comments:

\_\_\_\_\_

I \_\_\_\_\_, authorize BOAT CREWS-USA to  
conduct a reference and background check on me for the purpose of securing  
employment.

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_

# Boat Crews USA



CAPTAINS/PILOTS

ENGINEERS

DECK CREWS

ONE SEINE COURT SUITE 309  
NEW ORLEANS, LOUISIANA 70114  
(504) 362-8809 FAX (504) 362-9194

I hereby authorize \_\_\_\_\_ to pickup and or have their name included on my payroll check as of this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_.

**The signed copy of the most recent authorization letter will be enforced.**

\_\_\_\_\_  
**Candidate Full Name**

BOAT CREWS-USA

WE CONSIDER APPLICANTS FOR ALL POSITIONS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE (40 AND OVER), DISABILITY, VETERAN, OR OTHER PROTECTED GROUPS.

Have you ever filed a application with us before? \_\_\_ If yes, give date \_\_\_\_\_.

"WE ARE AN EQUAL OPPORTUNITY PRIVATE EMPLOYMENT SERVICE"

Date \_\_\_\_\_ Name \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_.

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Social Security # \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_ are you at least 18 years of age ? \_\_\_\_\_

Do you own an automobile? \_\_\_\_\_ Can you travel if a job requires it? \_\_\_\_\_

Do you have a current Drivers License? \_\_\_\_\_ Last 5 years, any DUI ? \_\_\_\_\_

Are you lawfully eligible to be employed in the united states? Yes \_\_\_\_\_ No \_\_\_\_\_

**CRIMINAL HISTORY:**

Have you ever been convicted of a crime(s) other than a minor traffic violation? Yes \_\_\_\_\_

No \_\_\_\_, If yes, please explain \_\_\_\_\_

Conviction is not an automatic disqualification. All relevant facts and circumstances will be considered.

In case of emergency notify \_\_\_\_\_ relationship \_\_\_\_\_

Address \_\_\_\_\_ zip \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

I certify that the answers given by me on this application are true, correct, and complete, I agree that any misstatement or pertinent omission made by me in this application may be cause for my rejection or if hired by referral may subject me to dismissal. Notice: an investigative consumer report involving information concerning your character, employment history, general reputation, police record, personal habits, mode of living, credit and indebtedness may be obtained prior to any referral/offer from employer for employment. Upon timely written request to Boat Crews-USA, the name and address of the reporting agency will be disclosed to you.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE