## FORM SMM RP 52 SEAMANS’ APPLICATION AND INTERVIEW RECORD

|  |  |
| --- | --- |
| **Part A. APPLICATION FORM** |  |
| **PERSONAL DATA**  |
| Applied for the position of: |  | **PHOTO** |  |
| Surname: |  | Forename: |  |
| Father’s name: |  | Mother’s name: |  |
| Date of birth: |  | Place of birth: |  |
| Marital status: | [ ]  Single [ ]  Married | Nationality: |  |
| Home address: |  |
| Tel.: |  | Tel.: |  | e-mail: |  |
| Next of kin: |  |
| Surname: |  | Forename: |  |
| Home address : |  | Tel: |  |
| Dependants (number): |  | Sons: |  | Daughters: |  |  |
|  |  |  |  |  |  |  |
| *DOCUMENTS* | NUMBER | **ISSUING AUTHORITY** | **Date Issued** | **Expiry Date** |
| Passport |  |  |  |  |
| Seaman’s book |  |  |  |  |
| Medical Fitness Certificate |  |  |  |  |
| Yellow Fever Vaccination  |  |  |  |  |
| **QUALIFICATIONS**  |
| **CERTIFICATES** | **YES** | **NO** | **ISSUING AUTHORITY** | **Date Issued** | **Expiry Date** |
| Certificate of competence / licence |  |  |  |  |  |
| Navigational watchkeeping *A-II/1* |  |  |  |  |  |
| Navigational watchkeeping *A-II/2* |  |  |  |  |  |
| Navigational watchkeeping *A-II/4* |  |  |  |  |  |
| Able Seafarer Deck *A-II/5* |  |  |  |  |  |
| Engine Room watchkeeping *A-III/1* |  |  |  |  |  |
| Engine Room watchkeeping *A-III/2* |  |  |  |  |  |
| Engine Room watchkeeping *A-III/4* |  |  |  |  |  |
| Able Seafarer Engine *A-III/5* |  |  |  |  |  |
| Electro technical Officer or Rating *A-III/6* or *A-III/7*  |  |  |  |  |  |
| GMDSS radio operators *A-IV/2* |  |  |  |  |  |
| Basic training  *A-VI/1-1 to 1-4* |  |  |  |  |  |
| Tanker familiarisation course *A-V/1-1.2* |  |  |  |  |  |
| Tanker Specialised Advanced *A-V/1-2.2* |  |  |  |  |  |
| Proficiency in surv.craft & RB other than FRB *A-VI/2-1* |  |  |  |  |  |
| Advanced fire- fighting *A-VI/3-1* |  |  |  |  |  |
| Medical care *A-VI/4-1,2* |  |  |  |  |  |
| Ship Security Officer  |  |  |  |  |  |
| Safety Officer |  |  |  |  |  |
| Bridge Resource/Team Management (BRM/BTM)  |  |  |  |  |  |
| Engine Resource Management (ERM)  |  |  |  |  |  |
| Risk Assessment |  |  |  |  |  |
| Incident Investigation |  |  |  |  |  |
| ECDIS *generic* |  |  |  |  |  |
| ECDIS *equipment specific* |  |  |  |  |  |
| Ship handling  |  |  |  |  |  |
| Cargo Handling  |  |  |  |  |  |
| **OTHER CERTIFICATES** | **YES** | **NO** | **ISSUING AUTHORITY** | **Date Issued** | **Expiry Date** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Training needs** *If NO list the certificates the applicant does not hold in the following section***:** |  |
|  |
|  |
| Native language: |  |
| English\*: | [ ]  Good [ ]  Basic |
| Other languages: |  |
| \*All Officers in direct control of navigation, cargo and/or bunker oil handling operations must have conversational proficiency in English. |
|  |
| **PREVIOUS SEA SERVICE** |
| **SHIP’S NAME** | **TYPE** | **ENGINE** | **DWT / BHP** | **OWNER** | **RANK** | **SERVICE TIME** | **REASON OF SIGN-OFF** |
| **DATE ON** | **DATE OFF** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Total Sea Service** | **Years:** |  |
| **Total Service in Rank** | **Years :** |  |
| **Total Service in Tankers** | **Years :** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| APPLICANT (*NAME):* |  | SIGNATURE |  | DATE |  |

|  |
| --- |
| **MANNING MANAGER APPLICATION REVIEW** *(application’s validity to be reviewed prior each employment)* |
| NAME | DATE  | SIGNATURE |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **Part B. INTERVIEW FORM**  |  |
| *ONLY for the accepted applicants. Interview will be carried out by the Department Managers or their deputies.*  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SEAFARER’S NAME:** |  | **RANK:** |  | **INTERVIEW DATE:** |
|  |  |  |  |  |

|  |
| --- |
| **MANNING MANAGER / MANNING AGENT**  |
| Appearance. |
| Personality. |
| Contract period. |
| Nautical college / year graduated. (APPLICABLE FOR MASTER AND SENIOR OFFICERS) |
| Previous companies employed. |
| Type of vessels. |
| Training courses on top of STCW. |
| Knowledge of English language (interview is conducted in English language). |
| Personal Survival Techniques / Fire Prevention and Fire Fighting (APPLICABLE FOR RATINGS) |
| Elementary First Aid, Personal Safety and Social Relationships (APPLICABLE FOR RATINGS) |
| Which are your views on health, safety, security, quality and environmental policy (expand)? |
| Which are your views on D& A policy? |
| Why did you have short contract duration with previous company (where applicable)? |
| What does the term DPA mean and which are his responsibilities? |
| Which are your views on Safety Committee meetings and how frequently should they be conducted? |
| Have you experienced any accidents? What lessons have you learned? |
| How would you ensure teamwork onboard? |
| When would you be available?  |
| Have you any definite plans for your career? |
| Have you previously worked in multinational workforce? |
| Have you experienced any difficulties on this? |
| Do you believe that you are obliged to make suggestions for improvement of the Company’s operations / performance? |
| Which particular aspects of work do you consider harder/more stressful? |
| Would you expect your wife / family to travel with you? |
| Have you experienced any medical operation / serious illness in the last 12 months? |
| Is there any possibility to undergo any medical operation in the next 12 months? |
| **Cross-cultural values & traits** |
| Have you previously worked with multinational workforce? What nationalities? Did you have smooth cooperation? |
| Do you have any eating habits/rituals that are specific to your culture/religion? |
| Define and describe the most important (or most celebrated) holiday of your culture /religion. |
| What is considered most disrespectful/respectful in your culture? |
| Have you ever experienced racism? In what form? |
| Have you ever felt excluded based on your gender or culture? |
| Do you remember excluding others based on culture or gender? |
| **MANNING MANAGER** OR **MANNING AGENT**  *NAME/SIGNATURE* |  | **DATE** |  |

|  |
| --- |
| **REFERENCES/INFORMATION, ETC. FROM PREVIOUS EMPLOYERS** *(to be completed by Manning Manager/Manning agent)* |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MANNING MANAGER** *NAME/SIGNATURE* |  | **ACCEPTED** | [ ]  YES |  [ ]  NO |
| **COMMENTS** |  |
|  | **DATE** |  |
|  |  |  |

**OFFICERS ARE TO BE INTERVIEWED ON SPECIFIC TOPICS AS PER FORM SMM RP 52a. INTERVIEWERS TO SIGN BELOW AS APPLICABLE:**

|  |
| --- |
| **COMPANY DEPARTMENTS** |
| **DPA** *NAME/SIGNATURE* |  | **ACCEPTED** | [ ]  YES |  [ ]  NO |
| **COMMENTS** |  |
|  | **DATE** |  |
|  |  |  |
| **TECHNICAL** *NAME/POSITION/SIGNATURE* |  | **ACCEPTED** | [ ]  YES |  [ ]  NO |
| **COMMENTS** |  |
|  | **DATE** |  |
|  |  |  |
| **MARINE** *NAME/POSITION/SIGNATURE* |  | **ACCEPTED** | [ ]  YES |  [ ]  NO |
| **COMMENTS** |  |
|  | **DATE** |  |
|  |  |  |
| **MANAGEMENT** *NAME/POSITION/SIGNATURE* |  | **ACCEPTED** | [ ]  YES |  [ ]  NO |
| **COMMENTS** |  |
|  | **DATE** |  |
|  |  |  |

***Note:*** *1) Any comments shall be recorded in the relevant fields*

|  |
| --- |
| **CERTIFICATES’ AUTHENTICITY CHECK** *Completed by the Manning Manager, when recruitment is conducted directly by the Company.* *Completed by the Manning Agent, when the recruitment is conducted by the Manning Agency and verified by the Manning Manager.*  |
| Authenticity check conducted for certificates: |
| **CONDUCTED BY** *MANNING AGENT (Name/Position)* |  |
| **DATE** |  |  **RESULTS** | **[ ]** Satisfactory **[ ]** Unsatisfactory |
| **VERIFIED BY** *MANNING MANAGER* *(Name)* |
| **DATE** |  | **RESULTS** | **[ ]** Satisfactory **[ ]** Unsatisfactory |
|  |  |  |  |

|  |
| --- |
| **Background Security Document (e.g. Criminal Record) Provided by the Seafarer [ ]**  |
| **DATE:** **Name / Position / Signature:**  |

|  |
| --- |
| **MEDICAL EXAMINATIONS** *TO BE CONDUCTED PRIOR TO SEAFARER’S ENGAGEMENT* |
| **MEDICAL EXAMINATIONS AND D&A TEST COMPLETED SATISFACTORY?** **[ ]** YES **[ ]** NO |