



Application for Employment

Please complete each:

TODAYS DATE: _____

AVAILABLE START DATE: _____

Position you are applying for:

How did you hear about us: ___ newspaper ad

___ theatre ad ___ employee referral

GENERAL INFORMATION:

Name	Social Security No.
Address	Telephone No.
City State	Zip Code

EMPLOYMENT RECORD: Please complete even if submitting a resume. STARTING WITH present or MOST RECENT, list all previous employers. Include self-employment, military service, summer, and part-time jobs. *Please attach additional sheets if necessary, following the same format.*

Name & Address of Former Employer		Dates Employed		Position & Duties	Salary	Reason for Leaving
Company Name	Phone	From	To		Starting	
No. & Street		Mo./Yr	Mo./Yr		\$	
City & State	Zip				Leaving	
				Supervisor's Name	\$	
Company Name	Phone	From	To		Starting	
No. & Street		Mo./Yr	Mo./Yr		\$	
City & State	Zip				Leaving	
				Supervisor's Name	\$	
Company Name	Phone	From	To		Starting	
No. & Street		Mo./Yr.	Mo./Yr.		\$	
City & State	Zip				Leaving	
				Supervisor's Name	\$	
Company Name	Phone	From	To		Starting	
No. & Street		Mo./Yr.	Mo./Yr.		\$	
City & State	Zip				Leaving	
				Supervisor's Name	\$	
Company Name	Phone	From	To		Starting	
No. & Street		Mo./Yr.	Mo./Yr.		\$	
City & State	Zip				Leaving	
				Supervisor's Name	\$	

REFERENCES: (Not relatives)

Name	Occupation
Address	Telephone No.
Name	Occupation
Address	Telephone No.

EDUCATION:

	Name of School	Address	No. of Yrs. Attended	Degrees
High School				
College				
Other (trade school, etc.)				

Please list all other languages spoken other than English.

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How long have you been in Hawaii? \_\_\_\_\_ Minimum salary requirements? \_\_\_\_\_

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FILL OUT THIS SECTION IF APPLYING FOR A POSITION ON THE BOAT:

Due to the nature of our business, punctuality and reliable attendance are crucial and essential functions of the job. The job requires heavy lifting (40-50 pounds) and working long hours.

Are you able to meet these essential functions of the job?

- Working 10-12 hour shifts ____yes ____no
- Available Monday thru Sunday on a rotating schedule, including weekends and holidays ____yes ____no
- Ability to lift 40-50 pounds ____yes ____no

For Safety reasons as well as to inspire confidence in our guests (who may be beginners), it is an essential function for Deckhand boat positions that you are competent and confident working on a boat in the open ocean: With this in mind;

What snorkel cruise and /or boat experience do you have?

What Scuba diving experience do you have including number of dives completed?

How would you rate your swimming skills? Excellent____ Good____ Limited ____

Are you able to meet these essential requirements for the job?

- Ability to swim freestyle (face in the water) while towing a mooring line ____yes ____no
- Ability to free dive to a depth of 20 ft and attach a line to a mooring float ____yes ____no
- Jump into the water from height of 15ft ____yes ____no
- Ability to function as a lifeguard and administer First-Aid, CPR ____yes ____no
- Ability to perform deckhand duties including cleaning: bathrooms, hulls, and scrubbing decks ____yes ____no
- Bartending duties require you must be at least 21 yrs of age ____yes ____no

Comments:

Certifications:	Yes/No	Level	Date issued	Date Expired
First Aid	_____	_____	_____	_____
CPR	_____	_____	_____	_____
AED	_____	_____	_____	_____

<u>Certifications (cont'd):</u>	Yes/No	Level	Date issued	Date Expired
Lifeguard	_____	_____	_____	_____
Scuba	_____	_____	_____	_____
Blue Card	_____	_____	_____	_____
Captain's License	_____	_____	_____	_____
Other	_____	_____	_____	_____

NOTE: All boat crew positions, including Captain/Dive Instructor/Master/ Deckhand, are subject to pre-employment **AND** on-going random drug testing per U.S. Coast Guard regulations. As a condition of employment you may be required to submit to and pay for pre-employment drug testing. Once we have received confirmation you have successfully passed the test you will be reimbursed the cost with your first paycheck.

Are you currently using any illegal or controlled substances? _____

Can you pass the drug test? _____

Are you willing to submit to and if required, pay for pre-employment drug testing? _____

FILL OUT THIS SECTION IF APPLYING FOR CUSTOMER SERVICE RESERVATION OFFICE STAFF POSITION:

Due to the nature of our business, punctuality and reliable attendance are crucial and essential functions of the job. The job requires heavy lifting (40 pounds) and working long hours.

Are you able to meet these essential functions of the job?

- Working 10-12 hour shifts _____yes _____no
- Available Monday thru Sunday on a rotating schedule, including weekends and holidays _____ yes _____no
- Ability to sit for long periods of time taking phone reservations and input into a computer _____ yes _____no
- Ability to perform physical labor such as restocking gift shop requiring bending and standing for periods of time and lifting 40 pounds _____ yes _____no

Comments:

SKILL LEVEL	Excellent	Good	Fair
Typing	_____	_____	_____
Spelling	_____	_____	_____
Computer	_____	_____	_____
Writing/Composition	_____	_____	_____
Math skills	_____	_____	_____
10-key	_____	_____	_____

All Applicants please answer the following questions honestly and fully.

1. What qualities do you have that would be an asset to Fair Wind?

2. Describe “what you did” that you enjoyed most in your previous jobs.

3. Describe your experience in Customer Service; including what aspects you liked most/least?

4. Describe a situation in the past where you were interrupted while performing a task and asked to do something else—how did you handle it?

5. Describe a situation where you had to socialize with a lot of people and answer lots of questions—what did you do?

6. Describe a time where you had to make a negative situation positive—what did you do?
7. What are your career goals and how will this position help you reach your goal?
8. Describe any leadership positions that you've held?
9. What recent accomplishments do you take pride in?
10. Have you had any training in communication skills, team building, and conflict resolution? If so please describe.
11. Is there any other pertinent information you would like us to know about you in consideration for employment?

MEDICAL INFORMATION:

After an offer of employment is made, but before employment duties begin, applicants may be required to undergo a physical or medical examination at Company expense and by a Company-chosen physician, with the offer of employment conditioned on the result of such examination. Employees, at any time during the course of their employment, may be required to undergo a medical examination at Company expense and by a Company-chosen physician. I authorize the physician conducting the examination and any laboratory testing any specimen obtained by the physician to disclose the results of the examination and the laboratory test to the Company.

Are you able to perform the essential functions of this job? _____ Applicant's Initials _____

OTHER:

Do you know anyone presently working for our company? _____ If so, who? _____

NOTE:

It is the policy of this Company to hire only U.S. citizens and aliens who are authorized to work in this country. (As a condition of employment, you will be required to produce original documents establishing your identity and authorization to work, and to complete the U.S. Immigration and Naturalization Service's Form I-9.)

I certify that all statements made on this application are true and complete to the best of my knowledge. I understand that my application will not be considered if it is incomplete. Further, I understand that any misrepresentation or omission when discovered, will subject me to discharge and I hereby authorize any investigation of the above or related work experience, education, or reputation information for purposes of consideration of my application for employment.

This application is not a contract and cannot create a contract. I understand that if I am employed, my employment is "at will" and can be terminated at any time, either by myself or the Company, with or without cause or reason and with or without notice.

Application Date _____ Applicant's Signature _____