



CASUAL OR SEASONAL EMPLOYMENT APPLICATION

Please print legibly and provide complete information to every question. Information provided will remain confidential. Incomplete applications will not be considered.

A. Position Applied For (refer to Employment Information on page 3 for further information about these positions)

Form with checkboxes for job positions: Licensed Deck, Ticketing & Cash Handling, Licensed Engineer, Terminal Attendant, Deckhand, Warehouse/Stockperson, Engine Room Assistant, Administration/Clerical, Catering & Galley, Other (specify).

B. Preferred Location

Form with checkboxes for locations: Swartz Bay, Departure Bay, Duke Point, Langdale, Tsawwassen, Horseshoe Bay, Little River/Comox, Prince Rupert, Northern Gulf Islands, Southern Gulf Islands, Head Office, Other (specify).

C. Personal Information

Form for personal information: Name, Mailing Address, City, Province, Postal Code, Home Phone, Business /Message Phone, Email.

Have you previously been employed by BC Ferries? [ ] No [ ] Yes
Dates: \_\_\_\_\_ Positions: \_\_\_\_\_ Locations: \_\_\_\_\_

Legal Status to Work in Canada: [ ] Canadian Citizen [ ] Landed Immigrant/Permanent Resident
[ ] Work Permit [ ] Other - please specify
(documentation may be required)

Do you have any disability or medical condition that would prevent you from performing the full duties of the position you have applied for? If yes, please provide details of the disability or medical condition. [ ] No [ ] Yes

Have you ever been convicted of a criminal code offence or summary conviction offence? If yes, please provide details of the offence. [ ] No [ ] Yes

D. Education & Training

Table with 4 columns: Name & Location of School, Course, Program, Major Field, Credits, Diploma, Degree Attained (copies to be provided at interview), Dates (Start, End), Special Courses, Course Content, Duration, etc., Year Completed.

**E. Certification** (copies of certificates to be provided at interview)

	<b>Level or Description</b>	<b>Issued By</b>	<b>Expiry Date</b> (if applicable)
<b>Deck</b>			
<b>Engineering</b>			
<b>Marine Emergency Duties</b>			
<b>Occupational First Aid</b>			
<b>Food Safe / Food Handler</b>			
<b>Cooking Certification</b>			
<b>Trade Qualification</b>			
<b>Driver's License</b>			

**F. Employment History**

Name and Address of Employer:	Type of Business:
Position Title:	Supervisor's Name, Title & Phone Number
Employed From:	Reason for Leaving:
Duties:	
Name and Address of Employer:	Type of Business:
Position Title:	Supervisor's Name, Title & Phone Number
Employed From:	Reason for Leaving:
Duties:	
Name and Address of Employer:	Type of Business:
Position Title:	Supervisor's Name, Title & Phone Number
Employed From:	Reason for Leaving:
Duties:	
Name and Address of Employer:	Type of Business:
Position Title:	Supervisor's Name, Title & Phone Number
Employed From:	Reason for Leaving:
Duties:	

**G. Employment References**

**I consent to BC Ferries contacting the employers listed above to confirm the information in this application and to obtain references with respect to my past work performance and suitability for employment with BC Ferries.**

 No Yes

**I wish to be consulted before BC Ferries contacts my present employer to obtain a reference.**

 No Yes

## H. Clerical Skills & Experience

Check areas of skills/experience that you have which are relevant to the position you are applying for and attach any appropriate documentation.

	Net Speed	No. Months Experience	List Equipment/Software
<input type="checkbox"/> Word Processing / Typing			
<input type="checkbox"/> Data Entry			
<input type="checkbox"/> Computer System Software			

## I. Employment Information

**Licensed Deck:** requires certificate of competency as issued by Transport Canada. Must hold a valid Seafarers' Medical Certificate.

**Licensed Engineering:** requires a valid motor certificate (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> Class). Must hold a valid Seafarers' Medical Certificate.

**Deckhand:** requires Marine Emergency duties certificates (Parts MED A1 or MED A2, and MED B1 and MED B2); ability to react in a safe and effective manner during an emergency; ability to direct and control vehicles and passengers; working knowledge of safe work practices and seamanship; and ability to climb ladders, handle ships' lines and move heavy objects. Preference may be shown to applicants with Bridgework or higher certificate. Must hold a valid Seafarers' Medical Certificate.

**Engine Room Assistant (ERA):** candidate must have proven mechanical ability. Preference may be shown to applicants with diesel engine training at the pre-apprenticeship level. Preference may be given to applicants with a Fourth Class Motor Certificate. Must hold a valid Seafarers' Medical Certificate.

**Catering & Galley:** ability to provide quality service to customers in a courteous manner; ability to perform a high volume of activity for prolonged periods; and basic knowledge of health and safety practices. Preference may be shown to applicants with FoodSafe, Serve it Right, SuperHost, Occupational First Aid and food service experience. **Galley:** requires cook's training and certification. Preference may be shown to applicants holding trade qualification.

**Ticketing & Cash Handling:** ability to complete large volumes of cash and media transactions; ability to observe a busy environment and take appropriate action; ability to learn, interpret and apply written policies and procedures; ability to treat customers in a courteous, helpful manner; and ability to exercise good judgment when responding to customer complaints. Preference may be shown to applicants possessing substantial previous cash handling experience.

**Terminal Attendant:** requires valid driver's license; ability to operate and maintain equipment and machinery; and ability to perform continuous activities which may include lifting and moving heavy objects.

**Catering Stores:** requires valid driver's license; ability to follow instructions; a FoodSafe certificate; and ability to lift and move boxes weighing up to 25 kg. Preference may be shown to applicants with three years of warehousing experience.

**Administration (Clerical):** using the Microsoft Office suite of products, applicants should be competent using MS Word, Excel, PowerPoint and Outlook. Preference may be shown to applicants with a minimum of two years related clerical experience.

**Trades:** requires a trade qualification certificate relevant to the position applied for.

**Labourer:** requires a pre-apprenticeship in a mechanical trade, a valid B.C. driver's license and at least one year's experience, preferably in a marine environment or on a multi-trade site.

**Valet Driver:** must hold a valid Class 1 driving license and 5 years commercial driving experience. Will be required to provide a recent driving abstract.

## J. Additional Information

The above information briefly summarizes the necessary skills, certificates and experience required/preferred for the positions listed. If you wish to further identify how your background is suitable for the position for which you have applied, please note it below and/or attach a resume.

I certify that the information contained in this application and my resume is true and complete. I understand that if any information in this application or my resume is found to be untrue or incomplete, my application may be rejected or I may be dismissed in the event that I am the successful applicant.

\_\_\_\_\_  
SIGNATURE

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