SEAFARER APPLICATION FORM



POSITION APPLYING FOR RANK: COOK

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| --- | --- | --- | --- | --- |
| **NAME** |  | |  | |
| **SURNAMES** |  | |  | |
| **DATE OF BIRTH**  **(YYYY-MM-DD)** |  | | | |
| **NATIONALITY** |  | | | |
| **SEX** |  | **CIVIL STATUS** | |  |

1. PERSONAL INFORMATION

PHOTO IN COLOR AND IN PROFESSIONAL DRESS.

NO CASUAL PHOTOS.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **COMPLETE HOME ADDRESS** | |  | | | **NEARLY AIRPORT** | |  | |
| **PHONE/CELL** |  | | **WHATSAPP** |  | | **E-MAIL** |  | |
| **LANGUAGES** |  | | **%** | **ENGLISH** | | **%** | **OTHERS** | **%** |

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| --- | --- | --- | --- | --- | --- | --- |
| **MARLINS / LANGUAGE -TEST** | | | | | | |
| **TOTAL %** | | **ISSUE DATE** | | **PLACE OF ISSUE** | | |
|  | |  | |  | | |
| **LISTENING** | **GRAMMAR** | | **VOCABULARY** | | **TIME AND NUMBERS** | **READING** |
| **%** | **%** | | **%** | | **%** | **%** |

2. EMERGENCY CONTACT / NEXT OF KIN

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| --- | --- | --- | --- |
| **EMERGENCY CONTACT / NEXT OF KIN** | | | |
| **RELATIONSHIP** | **COMPLETE NAME** | **TELEPHONE NUMBER / MOBILE** | **ADDRESS** |
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**3.WORK EXPERIENCE ONBOARD**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **DATE ON**  **(MM/DD/YYYY)** | **DATE OFF**  **(MM/DD/YYYY)** | **COMPANY NAME** | **VESSEL NAME** | **IMO #** | **GT /**  **HP** | **TYPE OF VESSEL** | **RANK/POSITION** |
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1. Personal Documentation /Seafer Documentation

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| --- | --- | --- | --- | --- | --- |
| **PERSONAL DOCUMENTATION / SEAFARER DOCUMENTATION** | | | | | |
| **TYPE OF DOCUMENT / ID** | **COUNTRY OF ISSUE** | **NO.** | **ISSUED AT (PLACE)** | **DATE OF ISSUE**  **(MM / DD / YYYY)** | **VALID UNTIL**  **(MM / DD / YYYY)** |
| **PASSPORT** |  |  |  |  |  |
| **US VISA B1/ B2** |  |  |  |  |  |
| **US VISA C1-D** |  |  |  |  |  |
| **MCV** |  |  |  |  |  |
| **SEAMAN’S BOOK (NATIONAL)** |  |  |  |  |  |
| **FLAG SEAMAN BOOK** |  |  |  |  |  |
| **FLAG CERTIFICATES** |  |  |  |  |  |
| **COC** |  |  |  |  |  |
| **COC II/4** |  |  |  |  |  |
| **COC II/5** |  |  |  |  |  |

5. TRAINING AND CERTIFICATION.

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| **STCW CERTIFICATES** | | | | |
| **DESCRIPTION OF CERT / COURSE** | **COUNTRY OF ISSUE** | **NUMBER** | **DATE OF ISSUE**  **(MM/DD/YYYY)** | **DATE OF EXPIRY**  **(MM/DD/YYYY)** |
| **Basic Safety Maritime Training Course (BST)** |  |  |  |  |
| **Proficiency in personal Survival Techniques 1.19** |  |  |  |  |
| **Fire prevention and firefighting 1.20** |  |  |  |  |
| **Elementary first Aid 1.13** |  |  |  |  |
| **Personal Safety and social responsibilities 1.21** |  |  |  |  |
| **Security Awareness Training for all seafarers Course 3.27** |  |  |  |  |
| **Security Awareness Training for all seafarers with designated security Duties Course 3.26** |  |  |  |  |
| **Safety training for personnel proving direct services to passenger in passenger spaces 1.44** |  |  |  |  |
| **Passenger ship Crowd Management Training 1.41** |  |  |  |  |
| **Passenger ship crisis management training 1.42** |  |  |  |  |
| **Passenger Safety, cargo safety and Hull Integrity Training. 1.29** |  |  |  |  |
| **Proficiency in the Management of Survival Crafts and rescue boats Course 1.23** |  |  |  |  |
| **Basic Cargo Training operations for oil and chemical tanker Course 1.01** |  |  |  |  |
| **Advanced Fire Fighting 2.03** |  |  |  |  |
| **COOK MLC 2006 certificate** |  |  |  |  |

**6. WORK EXPERIENCE ONSHORE**

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| **DATE ON**  **(MM/DD/YYYY)** | **DATE OFF**  **(MM/DD/YYYY)** | **COMPANY NAME / SHIP-OWNER** | **DUTIES OR RESPONSABILITIES** | **RANK/**  **POSITION** | **REASON FOR LEAVING** | **NAME OF CONTACT PERSON & TELEPHONE NUMBER** |
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**7. HIGHEST LEVEL OF EDUCATION / OTHER TRAINING OR CERTIFICATE**

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| **HIGHEST LEVEL OF EDUCATION / OTHER TRAINING OR CERTIFICATE** | | | |
| **NAME OF EDUCATION INSTITUTION / TECHNICAL INSTITUTE / UNIVERSITY** | **OBTAINED TITLE OR GRADE** | **DATE ON**  **(MM/DD/YYYY)** | **DATE OFF**  **(MM/DD/YYYY)** |
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8. VACCINATION BOOK

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| **VACCINATION BOOK** | | | | |
| **TYPE OF VACCINE** | **COUNTRY** | **DOZE** | **DATE OF ISSUE**  **(MM / DD / YYYY)** | **VACCINATION MARK** |
| **COVID BOOK** |  | **FIRST DOZE** |  |  |
|  | **SECOND DOZE** |  |  |
|  | **BOOSTER** |  |  |
| **YELLOW FEVER** |  | **UNLIMITED** |  | **OTHERS** |

9. SKILLS / RESPONSIBILITIES / LEARNING EXPERIENCE / ACHIEVEMENTS

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| **SKILLS / RESPONSIBILITIES / LEARNING EXPERIENCE / ACHIEVEMENTS**  **FOR COOK** | **YES** | **NO** |
| **mark the follow skills /responsibilities / leaning experience / achievements if you have knowledge, competence, and experience about:** |  |  |
| Do you have experience in the management and supervision of the kitchen personnel? |  |  |
| Are you able to work with multicultural teams and be able to assign tasks to them in the kitchen? |  |  |
| Can You maintain order, galley cleaning schedule established and discipline for the crew in charge, after each service, exercising proper methods to minimize equipment damages? |  |  |
| Are you aware that everything related to overtime must be coordinated with the captain, who is responsible for its authorization? |  |  |
| Do you know how the reports that you must present to the captain are carried out, related to the catering department to determine product availability and current food cost? |  |  |
| Do you know that the cook position in no way states or implies that these are the only duties to be performed by the shipboard employee occupying this position shipboard employees will be required to perform any other job-related duties assigned by master? |  |  |
| Do you known know about the established quality standards and company policies in order to supervise galley staff? |  |  |
| Do you have experience keeping the galley, pantries, mess rooms and provision rooms clean and prepared for rough weather? |  |  |
| **PRACTICAL KITCHEN KNOWLEDGE** | | |
| Understands and follows a recipe, has knowledge of nutrition, raw materials, preparation techniques, and implements these skills in the planning of menus |  |  |
| Understand the importance of the daily/weekly menus and organize and prepare these menus |  |  |
| Understand the interaction between meals and the pace of daily work on board and its importance for the practical aspects of food and snack service |  |  |
| Do you have experience in planning and preparing orders for provisions keeping in mind food allowance? |  |  |
| **FOOD HYGIENE AND PERSONAL** | | |
| Maintains good personal hygiene, understands the importance of frequent hand washing, and how to perform it thoroughly, what kind of clothes to bring in the kitchen, and factors that put the health of others |  |  |
| Do you know of how to break the chain of foodborne diseases? |  |  |
| Understand the importance and knowledge of how to clean and disinfect kitchens, dining rooms and pantries, and why it is important to do so |  |  |
| Do you have knowledge of how to handle refrigerated and frozen products? |  |  |
| Organizes and applies appropriate working methods that allow the correct flow of products, as well as cleaning at all times, avoiding cross-contamination of food |  |  |
| Maintains adequate control to ensure the safety of food when refrigerating leftovers, especially the importance of putting date in food for reuse |  |  |
| Are you aware of the causes of allergies, how to prevent skin infections, and how to prevent skin allergies derived from food consumption, as well as how to identify the symptoms? |  |  |
| Know the importance of keeping proper maintenance control for drinking water equipment in order to prevent the proliferation of bacteria in the system |  |  |
| **STORAGE OF FOOD** | | |
| Do you have knowledge of how to store very perishable foods, perishables, and durations? |  |  |
| Procedure for store food safely and safely, especially once the container is opened. |  |  |
| Ensure the handling of food products at the time of delivery and how to place them on the shelves (first come, first out system) is carried according to procedures |  |  |
| **MANAGEMENT OF RESERVATIONS** | | |
| Are you aware that the food products to be bought, according to the composition of the menu plan, is according to the use of raw materials and the financial established? |  |  |
| Do you have experience in prepare and submit a monthly stock of provisions and a galley consumables equipment inventory? |  |  |
| Do you have ability to calculate figures and amounts such as discounts, interest, commissions, tips, proportions, percentages? |  |  |
| Can you maintain an adequate control of the quantity of provisions according to the number of crew members and the duration and nature of the voyages? |  |  |
| Do you Know the importance of food supply, and maintains control through systematization and periodic reviews to monitor the quantity and quality of food? |  |  |
| Are you able to draw up a menu plan for an extended period? |  |  |
| It supplies enough water to drink and prepare food. |  |  |
| **ENVIRONMENTAL PROTECTION** | | |
| Experience in how to manage the waste on board the ship in accordance with the provisions of Annex V of the MARPOL Convention, on waste management plans, kitchen waste should be handled and stored separately from provisions for food, raw materials and drinking water. |  |  |
| **SAFETY AND HEALTH OF FONDA SERVICE** | | |
| maintain the security in the storage of the provisions of the strong surge, while avoiding subjecting the body to an unnecessary physical effort |  |  |
| Are you familiar with the IGS Code and safety management systems? |  |  |
| Are you capable of providing first aid, especially specific kitchen area accidents, such as fires, machine-related accidents, cuts, scalds, caustic burns and crush injuries? |  |  |
| Do you know of how to deal with fires in kitchens, and the use of firefighting equipment? |  |  |

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for office use only.

10. OBSERVATIONS:

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| DATE | COMMENTS | VALIDATED BY: |
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