

Ship's Officer Application



741 Boston Post Road, Suite 200
Guilford, CT 06437
(800) 366-6740 • (203) 453-0417 Fax

FOR COMPANY USE ONLY

Date Received: _____

Date Interviewed: _____

Interviewed By: _____

Yes No Code

Name _____

Address _____

Email _____

Have you ever worked for American Cruise Lines before? _____

Position Applying for: _____

Date Available _____

Telephone Number _____

Cellphone Number _____

Social Security Number _____

Where did you hear about us? _____

Do you mind being away from home for periods of a month or more? _____

American Cruise Lines is a smoke-free environment, will you be able to comply with this requirement? _____

Are you lawfully permitted to be employed in the United States? _____

Have you ever been convicted of a drug related or other felony? _____ (If "yes", explain on page 4.)

I hereby authorize and request any and all of my former employers, universities, colleges or other educational institutions, and any other person, firm or corporation to furnish any and all information, including transcripts, concerning my scholastic achievement, credit-worthiness and personal background and hereby release such employer or other person, firm, school or corporation from any and all liability by reason of furnishing the requested information. I understand that in connection with this application, a consumer report and/or investigative consumer report may be requested, whereby information is obtained through personal interviews with my neighbors, friends or associates or other with whom I am acquainted or who may have knowledge with respect to my character, general reputation, personal characteristics and mode of living, and hereby authorize the procurement of any such report.

In consideration of my employment, if employed, I agree to conform to the rules and regulations of American Cruise Lines. I understand and agree that any employment with American Cruise Lines, Inc. ("ACL") is "at-will" and for no definite period and that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of the Company or myself.

I also understand that notwithstanding anything to the contrary including by not limited to any verbal comments or any written comments in any of ACL's forms, policies, or operations manuals, ACL has not and will not offer any contract of employment to its employees. I understand and agree that any conversations I may have had with any employee of the company will not be considered a contract and that my employment is and will remain "at-will".

I further understand that only the President of American Cruise Lines, Inc. is authorized to enter into an employment contract on behalf of ACL with an employee and such contracts, if any, must be in writing and fully executed by the President of American Cruise Lines, Inc.

I understand that if employed any misrepresentation or omission of facts requested in this application is cause for dismissal. No promises regarding employment have been made to me and I understand that no employee of American Cruise Lines has the authority to enter into any agreement for employment for any specific period of time or make any agreement contrary to the foregoing.

I have carefully read this entire 4-page application form.

Applicant's Signature _____ Date _____



TO THE PROSPECTIVE EMPLOYEE:

Thank you for your interest in American Cruise Lines. Please fill out, sign, and return this application to: American Cruise Lines, Inc., 741 Boston Post Road, Suite 200, Guilford, CT 06437.

American Cruise Lines operates coastal and inland waterway cruise ships on the East Coast and in the Pacific Northwest generally on 7 day cruises. The crew consists of approximately 16 to 30 crewmembers performing a wide range of tasks. Shipboard employees live onboard the ship while working.

The ships operate through most of the year. During summer months, the ships operate cruises in the New England area and Pacific Northwest. In the spring and fall months, the ships operate in the Mid-Atlantic region, and during the winter they generally cruise in Florida and the Southeast region.

Shipboard managerial positions include CAPTAINS, MATES, ENGINEERS, HOTEL MANAGERS, CHEFS, and CRUISE DIRECTORS. U.S. Coast Guard licenses are required for CAPTAINS, ENGINEERS and MATES. General positions aboard the ship include DECKHANDS, STEWARDS and GALLEY STEWARDS.

OVERTIME POLICY

Overtime for more than 40 hours per week is paid to hourly employees who work primarily on land, i.e. office personnel, sales people, reservationists, etc.

In accordance with applicable Federal Law, shipboard employees who work primarily on board company vessels will not receive overtime from the company, even when they are working on shore. These employees are exempt from the overtime under the "Fair Labor Standards Act," 29 U.S.C. Section 213 (b) (6), see also 29 CFR Section 783.32.

TRAVEL TO & FROM SHIP POLICY

The company will pay for transportation from a major city near your home to the ship and back to the major city near your home. This transportation will be arranged and paid for by the company and depending on the location of the ship and the domicile of the employee, it may be by airplane, train, rental car, taxi, or bus, or any combination of the above. All officers are paid for the days they work and are not paid for travel time or travel days. The travel policy may be amended or changed at any time.

FORMER EMPLOYERS (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST.)

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	NAME OF SUPERVISOR	REASON FOR LEAVING
FROM					
TO					
FROM					
TO					
FROM					
TO					
FROM					
TO					

REFERENCES: GIVE BELOW THE NAMES OF TWO PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	ADDRESS	BUSINESS	PHONE NUMBER	YEARS ACQUAINTED

EDUCATION	NAME AND LOCATION OF SCHOOL	YEARS ATTENDED	GRADUATED	SUBJECT STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDANCE SCHOOL				

SUBJECT OF SPECIAL STUDY OR RESEARCH WORK

U.S. MILITARY OR NAVAL SERVICE	RANK	PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES
ACTIVITIES OTHER THAN RELIGIOUS (CIVIC, ATHLETIC, FRATERNAL, ETC.)		

EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS.

Captain, Engineer and Mate Applicants:

List all U.S. Coast Guard Licenses and include photo copies of all licenses (both sides).
