



Application form guide

In order to evaluate your performance for open SIA Scandinavian Ship Services vacancies you are requested to fill in and return the attached application form considering the following guidance:

Due to different settings on the various computers we suggest to make an adjustment of the page on your computer, where our Application to be filled. For our convenience, prior to start filling up an application please choose submenu "Page Set-up" from "File" menu and set the Margins as follows Top - 0,5 cm; Bottom - 0,5 cm; Left - 1,25 cm; Right - 0,62 cm; From edge Header - 1,27 cm; From edge Footer - 1,27 cm.

Block 1 - Personal Data

1. Make sure to advise the telephone numbers complete with country and area code as required to call you from abroad.
2. You need to advise us an email address or fax number to contact you - mail address and phone number are not sufficient for crew without a local agent (the transmission of the contract, travel instructions, flight details etc. would require up to two weeks by mail).
3. Next of kin is the person to be notified in case of an accident and to receive insurance benefits in case of death - therefore carefully consider who is entered here.

Block 2 - List of Documents

1. Applicants without complete certification as per international STCW-95 standards cannot be considered for employment. If you are not sure please contact your national maritime administration to check that your certification is up-to-date.
2. Enlist all required documents with utmost care for the details. Due to legal requirements boarding is only possible after we have in possession of photo copies of all listed documents and certificates - in urgent cases you may have to send them email (colour scans in .jpg-format - max. 600 pixel wide and max. 900 pixel high) or by fax or by courier. Passport photos may arrive later (by ordinary mail).
3. Attach quality photo copies of all listed documents (multiple pages if needed) showing at least
 - your name,
 - document name, document number, issue date and expiry date,
 - issuing maritime training provider or authority and any limitation remarks (also if empty to prove there are no limitations).
4. Inform (in supplementary letter or email) about possession of all flag state seaman's books and endorsements you hold (including expired ones) and attach the photocopies of them.
5. Attach passport photos for necessary flag state certification to be arranged by our office in case of employment (4 pieces for all ranks).

Block 3 - Sea Service (Last 5 Years or more)

1. Please use well known abbreviations i.e. flag - Norway as NOR, Shipping as Sh., Company as Co and etc.
2. Enter the ship's details to your best knowledge and in accordance with your records - convert hp into kW (1 kW = 1.34 HP - not necessary for deck crew).
3. We require the exact period of your stay on board (without leave). For repeated contracts on the same vessel list each stay separately. This information is required to be precise by flag administrations when requesting their approval for your employment.
4. Attach proof of sea service (copies of service certificates, seaman's book entries or similar).
5. Advise details of the company that signed the contract of employment with you ('employer'), not the charterer or operator of the ship. Advise telephone numbers of persons who can confirm your sea service at these companies.

The forms are to be filled in by computer, typewriter or in clear handwriting. We prefer to communicate via email. We regret to advise that we will cease to pursue applications for economic reasons if above criteria are not met and trust that a fast and smooth processing is in the best mutual interest.