

An online application form is to be filled by the new applicant for site supervision positions. The application form is an excel template and the applicant can download this from the URL <http://www.schultemarineconcept.com/Pages/Vacancies.aspx>. This help guide gives applicant, a clear understanding of how to fill the application form.

General Instructions

1. Open the new application form in Excel 2007 or later versions.
2. When you open the excel template, you will see a warning dialogue pop up, and click on the **Enable Editing** button in that pop up to edit the application form.
3. To edit the content in excel, click on the **Enable Content** button.
4. The applicant should enter all required information correctly in all fields of the on-line application.
5. After filling the fields, the applicant can validate and save application form by clicking the **Validate & SAVE** button.
6. You cannot save the excel file without entering all the mandatory fields.
7. After saving this, click on the **Send Email** button to send the application form to an authorized mail ID.

Column-wise guidelines for filling up Application Form

Personal Details: The applicant can enter his/her personal details in this section.

❖ **Sur Name:**

Surname is normally last name and in many cases, surname is a family name. Therefore, enter your surname/last name here.

❖ **First Name:**

First name is your given name (It identifies a specific person). Here you can enter your personal name other than middle name and surname.

❖ **Middle Name:**

Middle name is a part of the name which is placed between the first name and the surname as a second given name or a maternal surname. Here you can enter your middle name.

***EXAMPLE:** If your name is **Johann Sebastian Bach**, your first name is **Johann**, middle name is **Sebastian** and last/surname is **Bach**.*

❖ **Date of Birth:**

You can enter your date of the birth in this column.

EXAMPLE: Enter the date in "DD-MMM-YYYY" format. (Example, 01-Jan- 1990)

❖ **Place of Birth:**

You can enter your place of birth in this column.

❖ **Nationality:**

Select your nationality from this dropdown.

❖ **Sex:**

Select your gender from this dropdown (Male/Female).

❖ **Marital Status:**

Select your marital status from this dropdown. Marital status indicates whether you are married/not.

❖ **Address:**

In this column you can enter your permanent address.

❖ **ZIP:**

Zip codes (Zone Improvement Plan) are a system of postal codes used by the United States Postal Service. You can enter the ZIP code of your city in this column.

❖ **City:**

Enter the name of your city.

❖ **Country:**

Select your country from this dropdown.

❖ **State/Province:**

Select your province/state from this dropdown.

❖ **Mobile:**

Enter your mobile number in this column.

❖ **Telephone:**

Enter your telephone number in this column.

❖ **Email:**

Enter your email Id.

❖ **Position Applied For:**

Select the position for which you are applying for.

❖ **Available From:**

Enter the date on which you can join in SMC.

❖ **Do you have sea going Experience:**

Select whether you have sea going experience or not.

❖ **Primary Document Type:**

Select your primary document type. You can select either Passport or ID card.

❖ **Passport/ ID No:**

Enter the number of selected document.

❖ **Issuing Country:**

Select the country from which this document is issued.

❖ **Expiry Date:**

Enter the expiry date of the specified document.

❖ **Skype ID:**

Enter your skype Id here.

Education Qualifications: The applicant can enter his/her education qualification details in this section.

❖ **Start Date:**

Enter the start date of your degree. The date should be entered in "DD-MMM-YYYY" format.

EXAMPLE: If the start date of your course is 1st March 2010, then you can enter the date as 01-Mar-2010.

❖ **End Date:**

Enter the end date of your degree. The date should be entered in "DD-MMM-YYYY" format.

❖ **University/Technical School:**

Enter the name of the university or technical school from which you have attained the degree.

❖ **Degree:**

Select the name of the degree attained.

NOTE: Select 'Others', if you have not attained any of the available degrees.

❖ **Others:**

If you have attained none of the available degrees, enter the other degree in this column.

NOTE: You can make entry in this field only if you have selected the 'Degree' as 'Others'

❖ **Country:**

Select the country from which you have attained this qualification.

❖ **Major:**

Select the subject in which you are specialized.

NOTE: Select 'Others' if you have specialized in none of the available subjects.

❖ **Others:**

If you have specialized in none of the available subjects, enter the subject of your specialization in this column.

NOTE: You can make entry in this column only if you have selected the 'Major' as 'Others'.

NOTE: If you want to copy and paste a particular row, select a row and right click. On clicking this, system asks for a confirmation 'Do you want to copy this line?' Click on **Yes** to copy the selected row to the next row.

Languages Known: The applicant can enter his/her language proficiency in this section.

❖ **Language:**

Select the languages in which you have proficiency.

NOTE: The applicant should have proficiency in 'English' language and must select this.

❖ **Speak:**

Select your grade of speaking proficiency in the selected language.

❖ **Write:**

Select your grade of writing proficiency in the selected language.

Computer Skills: The applicant can enter his/her computer skill in this section.

❖ **Skill:**

Enter your computer skills.

❖ **Skill Grade:**

Select your grade in the specified computer skill.

Certificates: The certificates obtained by the applicant can be entered in this section.

❖ **Certificates Name:**

You can select the name of certificates obtained.

NOTE: Select 'Others', if you have not obtained any of the available certificates.

❖ **Others:**

If you have obtained other certificates, you can enter in this column.

NOTE: You can make entry in this column only if you have selected the 'Certificates' as 'Others'.

❖ **Place of Issue:**

Enter the place of issue of this certificate.

❖ **Issuing Country:**

Select the issuing country of this certificate.

❖ **Certificate No.:**

Enter the number of this certificate.

❖ **Issue Date:**

Enter the date on which this certificate is issued. Enter the date in "DD-MMM-YYYY" format.

❖ **Expiry Date:**

Enter the expiry date of this certificate. Enter the date in "DD-MMM-YYYY" format.

Training/Courses: The details of the trainings/courses attended by the new applicant can be entered in this section.

❖ **Courses:**

You can enter the courses/trainings attended.

❖ **Organizer:**

Enter the organizer of the course/training.

❖ **From Date:**

Enter the start date of your course/training. Enter the date in "DD-MMM-YYYY" format.

❖ **To Date:**

Enter the end date of your course/training. Enter the date in "DD-MMM-YYYY" format.

New Building / Class Society/ Conversion/ Dry docking Supervision Experience: *The new building/class society/ conversion and dry docking supervision experience of the new applicant can be entered in this section.*

NOTE: Experience should be entered in order of latest experience.

❖ **Start Date:**

Enter the date from which you have experience in specified job. The date should be entered in "DD-MMM-YYYY" format.

*NOTE: Once you have make entry in **Start Date** column, system pops up a reminder, which specifies there is separate section for entering Shipyard/Plan Approval, Ship Operations/Ship Designs and Sea-Going experience.*

❖ **End Date:**

Enter the date up to which you have experience in specified job. The date should be entered in "DD-MMM-YYYY" format.

❖ **Experience Type:**

Select the type of experience you have.

❖ **Employer:**

Enter your employer in the specified job.

❖ **Position:**

Select the position in which you have experience in the specified job.

❖ **Ship Yard Name:**

Select the name of the shipyard in which you have specified job experience.

❖ **Ship Yard Country:**

The country of shipyard will be displayed automatically on selecting the shipyard.

❖ **Ship Owner Name:**

Select the owner of the ship in which you have the specified job experience.

❖ **Ship Owner Country:**

The country of this ship owner will be displayed automatically on selecting the ship owner name.

❖ **No. of Vessels:**

Enter the number of vessels in which you have the specified job experience.

❖ **Vessel Sub Type:**

Select the sub type of the vessel in which you have the specified job experience.

❖ **Vessel Size:**

Enter the size of vessel in which you have the specified job experience.

❖ **Unit:**

In this column the vessel capacity unit will be displayed automatically based on the selected vessel sub type.

❖ **Vessel Class:**

Select the class of the vessel in which you have the specified job experience.

❖ **Responsibilities:**

Enter your responsibilities in the specified job.

❖ **Vessel Particular:**

You can enter the particulars of this vessel in this column.

Shipyard / Plan Approval: *The applicant can enter the shipyard/plan approval experience in this section.*

❖ **Start Date:**

Enter the date from which you have experience in shipyard/plan approval. The date should be entered in "DD-MMM-YYYY" format.

❖ **End Date:**

Enter the date up to which you have experience in shipyard/plan approval. The date should be entered in "DD-MMM-YYYY" format.

❖ **Experience Type:**

Select the type of experience you have.

❖ **Employer:**

Enter your employer in shipyard/plan approval.

❖ **Position:**

Select your position in shipyard/plan approval.

❖ **Ship Yard Name:**

Select the name of the shipyard in which you have experience.

❖ **Ship Yard Country:**

The country of the shipyard will be displayed automatically on selecting the ship yard name.

❖ **Ship Owner Name:**

Select the owner of the ship in which you have shipyard/plan approval experience.

❖ **Ship Owner Country:**

The country of this ship owner will be displayed automatically on selecting the ship owner name.

❖ **No. of Vessels:**

Enter the number of vessels in which you have shipyard/ plan approval experience.

❖ **Vessel Sub Type:**

Select the sub type of the vessel in which you have experience.

❖ **Vessel Size:**

Enter the size of vessel in which you have shipyard/plan approval experience.

❖ **Unit:**

The vessel capacity unit will be displayed automatically based on the selected vessel sub type.

❖ **Vessel Class:**

Select the class of the vessel in which you have shipyard/plan approval experience.

❖ **Responsibilities:**

Enter your responsibilities in shipyard/plan approval.

❖ **Vessel Particular:**

You can enter the particulars of this vessel in this column.

Ship Operations/Ship Design: *The applicant can enter the ship operation/ship design experience in this section.*

❖ **Start Date:**

Enter the date from which you have experience in ship operation/ship design. The date should be entered in "DD-MMM-YYYY" format.

❖ **End Date:**

Enter the date up to which you have experience in ship operation/ship design. The date should be entered in "DD-MMM-YYYY" format.

❖ **Experience Type:**

Select your type of experience.

❖ **Employer:**

Enter your employer in ship operation/ship design.

❖ **Position:**

Select your position in ship operation/ship design.

❖ **Responsibilities:**

Enter your responsibilities in ship operation/ship design.

❖ **Vessel Sub Type:**

Select the sub type of the vessel in which you have ship operation/ship design experience.

❖ **Vessel Size:**

Enter the size of vessel in which you have ship operation/ship design experience.

❖ **Vessel Particular:**

Enter the particular of vessel in which you have ship operation/ship design experience.

Sea-Going Experience: *The sea going experience of the new applicant can be entered in this section. You can make entry in this section, only if you have selected the ‘Do You have sea going Exp’ option as ‘Yes’.*

❖ **Start Date:**

Enter the date from which new applicant has sea going experience. The date should be entered in "DD-MMM-YYYY" format.

❖ **End Date:**

Enter the date up to which new applicant has sea going experience. The date should be entered in "DD-MMM-YYYY" format.

❖ **Employer:**

Enter your employer in sea going.

❖ **Position:**

Select the position in which you have sea going experience.

❖ **Vessel Sub Type:**

Select the sub type of the vessel in which you have sea going experience.

❖ **Vessel Size:**

Enter the size of vessel in which you have sea going experience.

❖ **Vessel Particular:**

Enter the particular of vessel in which you have sea going experience.

Other Work Experience: *The other work experience details of the new applicant can be entered in this section.*

❖ **Start Date:**

Enter the date from which you have experience in other work. The date should be entered in "DD-MMM-YYYY" format.

❖ **End Date:**

Enter the date up to which you have experience in other work. The date should be entered in "DD-MMM-YYYY" format.

❖ **Employer:**

Enter your employer in other work.

❖ **Position:**

Enter your position in other work.

❖ **Country of Work:**

Select the country of your work.

❖ **Responsibilities:**

Enter your responsibilities in other work.

References: *The new applicant can enter the reference details in this section.*

❖ **Company:**

Enter the name of the company from which you have referred.

❖ **Contact Person:**

Enter the name of the contact person of this company.

❖ **Designation:**

Enter the designation of the contact person.

❖ **Email:**

Enter the email Id of the contact person.

❖ **Mobile:**

Enter the mobile number of the contact person.

❖ **Fax:**

Enter the fax number of the contact person.

❖ **Remarks:**

Enter the remarks, if any.

Other Details: *The details such as source of knowing the company, expected salary, contract terms etc. can be entered in this section.*

❖ **How you came to know about SMC:**

The new applicant can enter the source from which he/she came to know about Schulte Marine Concept.

❖ **Source Details:**

Enter the source details of knowing the company.

❖ **Expected Salary per Month (USD):**

Enter the salary expected by the applicant per month in US Dollar.

❖ **Other Expected Contract Terms:**

Enter the other contract terms expected by the applicant.