

## Instructions to fill up the Wallem application form. (Revised 20.10.2014)

### General information:

These instructions are for filling up the application form using **MS Office Excel 2007** only.

This xls form must be filled by all individuals selected by Wallem ShipManagement so that they can be uploaded in to the SHIPMATE data base. The information therefore must be absolutely correct and accurate.

Down load the latest version 3.6.5.1 of the application form **wsmapp161112.xls** on your desk top only from the [wmtindia.tripod.com](http://wmtindia.tripod.com) website. Donot down load any other form from any other website or sent by some one else.

Before you open it and start filling this form please check your computer regional date settings and ensure that it shows the date format as dd / mmm / yy. Change it if it does not.

**You must enable the macros prior opening the blank application form.**

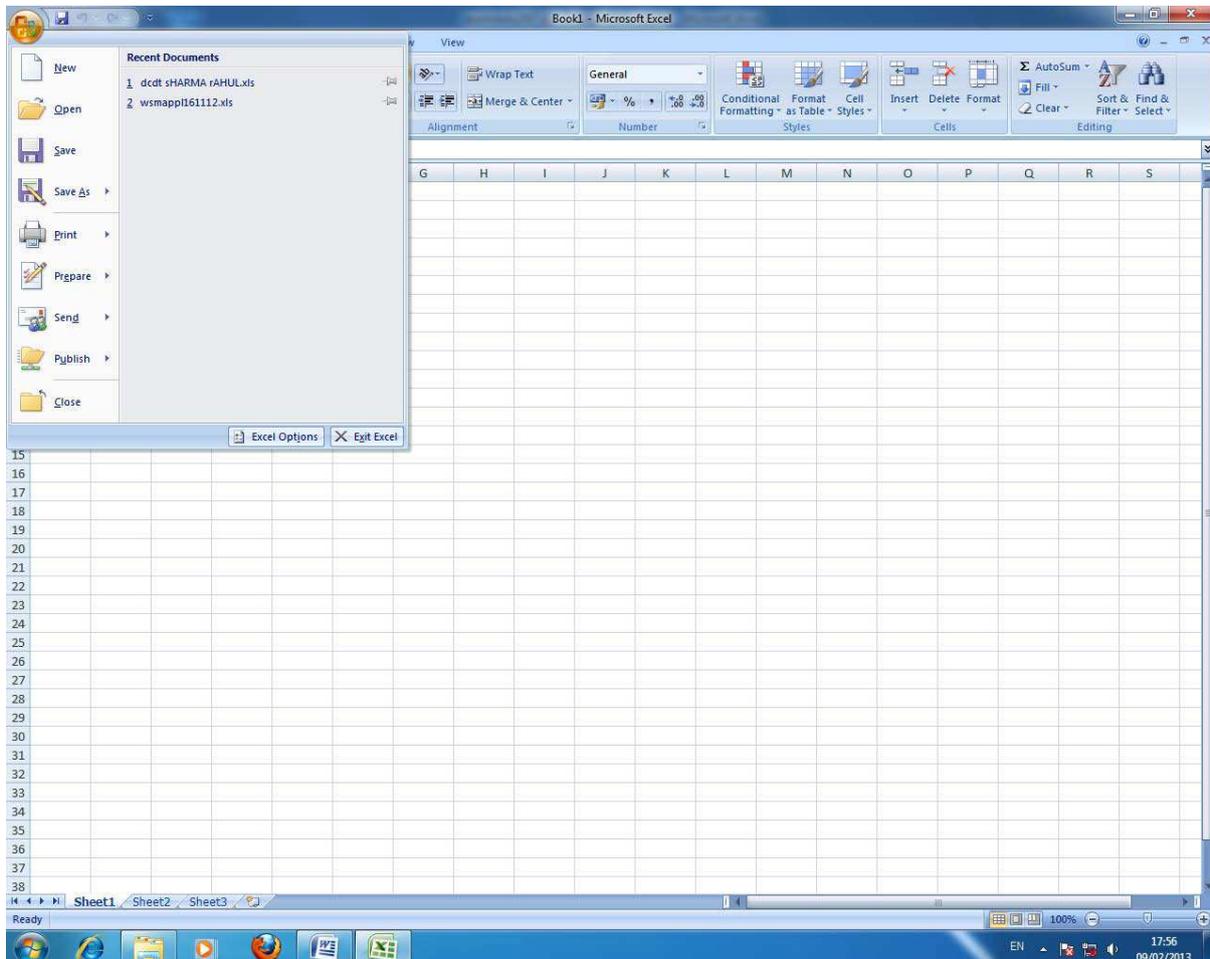
To enable the macro **prior opening** the blank application form, you must proceed as follows:

1. Open Microsoft Excel 2007

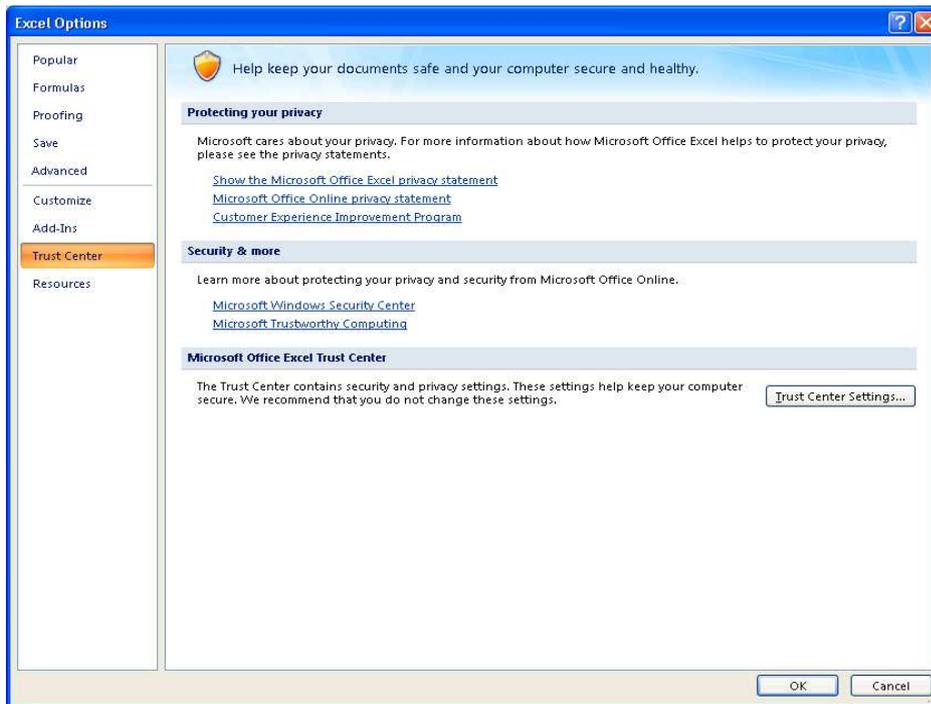


2. Click the **Microsoft Office Button**

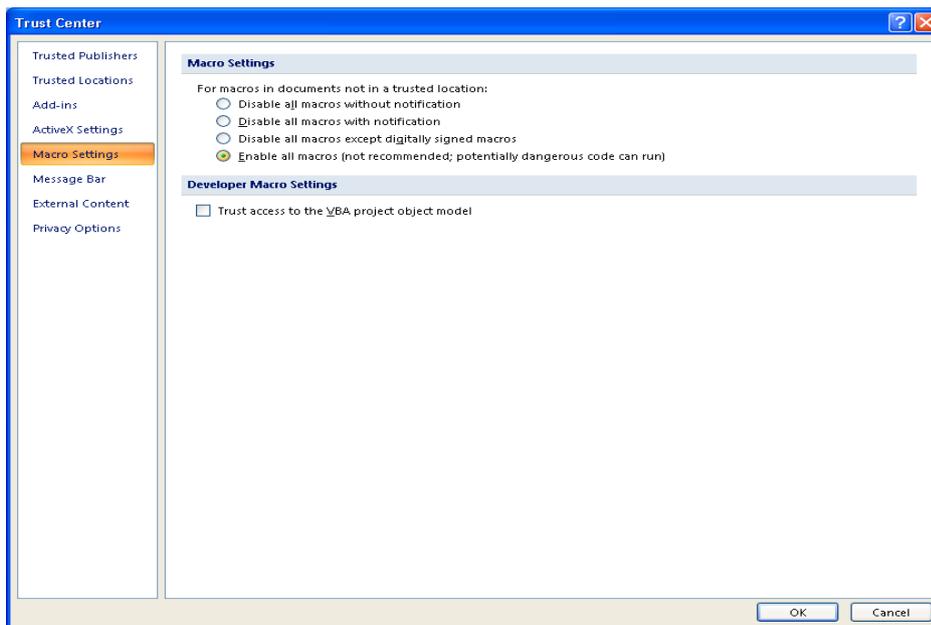
3. Click on **Excel Options**.



3. Click **Trust Center** , and then click **Trust Center Settings**



3. Click on **Macro settings** and then select **Enable all macros & Click OK.**



**Failure to do the above will not allow you to fill up the application form properly. If you have opened the application form, before changing the macro settings. Close the form. Change the macro settings in Microsoft Excel 2007 and open the form again.**

**Microsoft Office Excel 2007 will open your form in the compatibility mode.**

**Fill up the form as mentioned below:**

Fill up the 4 pages of the attached application form starting from the top and work your way from left to right until you reach the end.

Use all capitals letters for entering the alphabetical data.

Some cells must be filled up using the drop down list and some by typing. Do not type in the cells which have a drop down list. The drop down list is indicated on some cells by a visible arrow mark all



Row 10: Chose the name of the next of kin from the **drop down list** only. Ensure that you chose one of your parents name only. If you are married chose the name of your spouse.

Row 10: Type the address without the city, state and country. Type your city, state and zip (pin) code in the appropriate cells only. The country must be selected using the drop down list.

Row 10: Type the STD code, land line telephone, fax, mobile numbers using only numbers. **Donot use brackets, coma, full stops or any other + or - signs.**

10		Next of Kin - [ Name , Address & Contact Details]		Name	MICHAEL		
				50-B NEW NO 1/7 SOUTH STREET		PUNALVASAL POST	
				PATTUKKOTTAI TK THANJAVUR DIST		City TIRUCHIRAPPALLI	
				State	TAMIL NADU	Country	INDIA
				Zip Code	614803		
		Std. Code		Res.		Fax:	
				Mobile:	09786533064		Email

Row 11: Chose the same name as you chose for the next of kin from the **drop down list**. His address, contact numbers etc will automatically come fill in.

Row 12: Chose the type of license DCE 1 (OIL) and / or DCE 1 (CHEMICAL) and additionally CLASS 4 MOTOR (PART A) for Engine Cadets from the **drop down list**. Check your documents carefully and type the document number, their issue and expiry dates. Type an 'X' if you are an Indian having an Indian license. The CLASS 4 MOTOR (PART A) certificate generally does not have an expiry date, therefore leave it blank.

Row 13: Chose "SEAMAN'S BOOK NATIONAL" from the **drop down list**. Type the issue and expiry dates. Type an 'X' since you are an Indian having an Indian CDC.

11		Emergency Address [If family onboard]		Name	MICHAEL		
				50-B NEW NO 1/7 SOUTH STREET		PUNALVASAL POST	
				PATTUKKOTTAI TK THANJAVUR DIST		City TIRUCHIRAPPALLI	
				State	TAMIL NADU	Country	INDIA
				Zip Code	614803		
		STD Code		Res.		Fax:	
				Mobile:	09786533064		Email

12	Licence Grade - [Description]	Number	Date of Issue	Date of Expiry	Nationality	National
	CLASS 4 MOTOR (PART A)	119462	13-Jun-11		INDIAN	X
	DCE 1 (OIL)	DCE/OT/CHE/792/11	27-Jun-11	04-Feb-16	INDIAN	X
	DCE 1 (CHEMICAL)	DCE/CT/CHE/793/11	27-Jun-11	09-Jun-16	INDIAN	X

13	Seaman Book [ C.D.C ]	Number	Date of Issue	Date of Expiry	Place of Issue	National
	SEAMAN'S BOOK NATIONAL	MUM 156795	30-Dec-08	29-Dec-18	MUMBAI	X

Row 14: Leave blank

Row 15: Chose the following courses from the **drop down list** and enter the data for each of them. Donot use any other names for the courses.

FIRE PREVENTION / FIGHTING A-VI /1 2.1.2

CHEMICAL TANKER FAMILIARIZATION

ELEMENTARY FIRST AID A-VI/1 2.1.3

OIL TANKER FAMILIARIZATION

PERS. SAFETY & SOCIAL RESP. A-VI/1 2.1.4

PERSONAL SURVIVAL A-VI/1 2.1.1

PRE-SEA TRAINING

Row 15: Type the name of the institute as the issuing authority, the issue date as mentioned on the certificate and type the expiry date as 5 years from the date of issue if nothing is mentioned on the certificate. Leave the expiry date cell blank if some certificates have an unlimited validity mentioned on them. Your Presea certificate also has no expiry date, therefore leave the expiry date cell blank.

**COURSES AND CERTIFICATES**

15 Description	Issuing Authority	Number	Date of Issue	Date of Expiry	Nationality
FIRE PREVENTION / FIGHTING A-VI1.2	NMA CHENNAI	1656	27-Aug-08	28-Aug-13	INDIAN
ELEMENTARY FIRST AID A-VI1.2.1.3	CSSM CHENNAI	351/07/08	29-Jul-08	28-Jul-13	INDIAN
PERS. SAFETY & SOCIAL RESP. A-VI1.2.2	CSSM CHENNAI	297/07/08	02-Aug-08	01-Aug-13	INDIAN
PERSONAL SURVIVAL A-VI1.2.3	NMA CHENNAI	2300	30-Aug-08	29-Aug-13	INDIAN
OIL TANKER FAMILIARIZATION	MF CHENNAI	MF/OTF/5398/2011	05-Feb-11	04-Feb-16	INDIAN
CHEMICAL TANKER FAMILIARIZATION	HIMT CHENNAI	CTF/B256/06	10-Jun-11	09-Jun-16	INDIAN
PRE-SEA TRAINING	CSSM CHENNAI	CSSM/1993114101	23-Dec-10		INDIAN

[ date format - dd/mmm/yy ]

Rows 16 & 17: leave blank.

Row 18: Type the name of the school in the first cell.

Row 18: Type the city / country in the second cell.

Row 18: Type the month and year in the "From" cell in mmm/yy format.

Row 18: Type the month and year in the "To" cell in mmm/yy cell.

Row 18: Type TENTH.

Type similar information for TWELFTH and BE Mech or BE Marine and other academic studies.

Type similar information for the Presea training if done.

Row 19: Type the names, company, telephone nos and addresses of the person who has recommended you to us especially if he a Wallem employee.

Row 20: Chose the language from the drop **down list** and type an "X" for indicating your spoken, writing and reading ability. You may choose more than one language. You may also type the name of any other languages if is not in the drop down list.

**EDUCATIONAL BACKGROUND [ please include pre-sea training ]**

18 Name of Schools / Colleges Attended	City / Country	From	To	Type of Degree / Diploma / Qualification Received
PUNITHA AROKIA ANNAI HIGHER SECONDARY SCH	PUNALVASAL,INDIA	Jun/2004	Apr/2005	TENTH
GOVT. BOYS HIGHER SECONDARY SCHOOL	PATTUKKOTTAI,INDIA	Jun/2006	Marr/2007	TWELTH
CHENNAI SCHOOL OF SHIP MANAGEMENT	CHENNAI,INDIA	Aug/2007	Dec/2010	ALTERNATE TRAINING SCHEME

[ date format - mmm/yyyy ]

**REFERENCES:**

19 Title	Name	Company Name	Phone Number
A			
B			
Address		Remarks	
A			
B			

**LANGUAGES**

20 LANGUAGE	Spoken	Written	Read	OTHER [specify]	Spoken	Written	Read
ENGLISH	X	X	X	TAMIL	X	X	X
HINDI	X						

[ Type 'X' to tick ]

[ Type 'X' to tick ]

Row 21: Type an 'X' in the appropriate cell and indicate the condition of your vision and hearing.

Row 21: Type your height in cms, weight in kgs, color of hair and eyes.

Row 21: Type any visible identification marks on your body.

Row 21: Answer all the questions from 'a' to 'f' using the Yes or No from the drop **down list**.

PHYSICAL DECLARATION								
21	VISION	Excellent	Good	Poor	HEARING	Normal	Poor	Nil
	With Glasses				Right Ear	X		
	Without Glasses	X			Left Ear	X		
	Height (cms)	182	Hair [colour]	BLACK	Identification Mark on body [if any]			
	Weight (kgs)	70	Eyes [colour]	BLACK	A SCAR ON THE LEFT HAND			
a	Are you involved in any marine accident/investigations? [Collision/Grounding/Fire/Pollution]? If yes please give details						No	[ select from dropdown menu ]
b	Did you suffer any accident which rendered you temporarily and / or partially disabled ? If yes please give details.						No	[ select from dropdown menu ]
c	Are you currently under medical treatment or taking medication for existing conditions? If yes please give details						No	[ select from dropdown menu ]
d	Did you suffer , or do you presently suffer from any diseases likely to render you unfit for sea service or likely to endanger the health of other persons onboard ?						No	[ select from dropdown menu ]
e	Did you ever undergo psychiatric treatment ?						No	[ select from dropdown menu ]
f	Are you addicted to alcohol or drugs of any kind ?						No	[ select from dropdown menu ]

Rows 22 to 25: Leave blank

Row 26: Tick mark as appropriate. Multiple tick marks are also accepted.

26 HOW DID YOU COME TO KNOW ABOUT US? (Please tick the appropriate medium)								
A	Company presentation/seminar	<input type="checkbox"/>	B	Marine Club notice-board	<input type="checkbox"/>	C	Marine magazine advertisement	<input checked="" type="checkbox"/>
D	Newspaper advertisement	<input type="checkbox"/>	E	Told by seagoing friend(s)	<input checked="" type="checkbox"/>	F	Direct Mail from Company	<input type="checkbox"/>
G	Others (Please specify)	<input type="checkbox"/>						

Row 27: Leave this blank

After completing the entries physically verify the form and then click on the “Verify” button on the top right corner of the spread sheet. If any mandatory entries are missed the system will prompt you for the same.

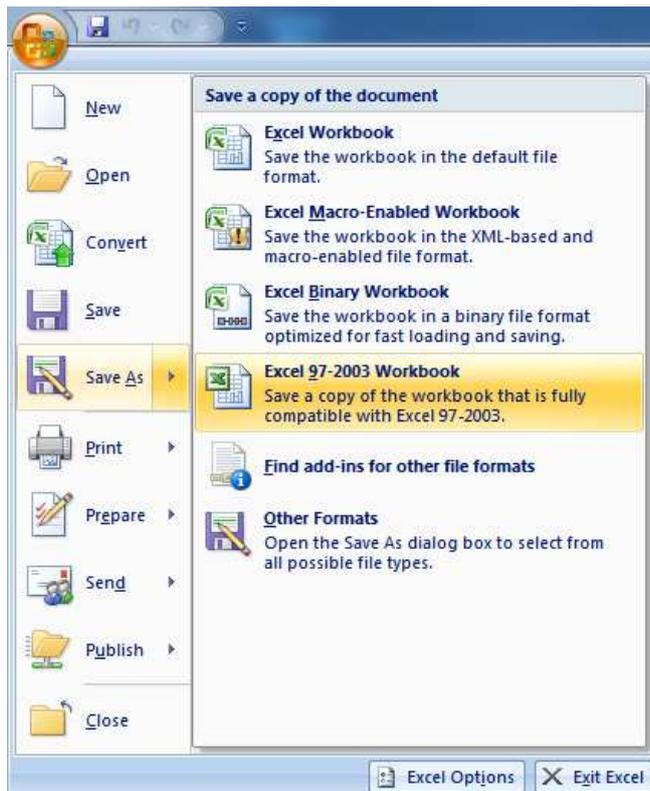
 <b>WALLEM SHIPMANAGEMENT LIMITED</b>	Kindly affix a regular & recent passport size PHOTOGRAPH .	Application form not verified, will be rejected
		<input type="button" value="Verify"/> <input type="button" value="Options"/> <input type="button" value="Insert Photo"/>
(Version 3.6.5.1 Modified on 16/11/2012)		
<b>APPLICATION FORM</b>		Date :

Do not format, copy, paste cells or make any changes whatsoever to the form other than typing or selecting data from drop down lists.

Once verification has been done, use the “Insert Photo” button to insert your latest passport photo in the application form. The inserted photograph must be a scanned colour copy of your passport photograph taken wearing a dark coloured collared shirt (without uniform, caps, epaulets etc) on a white background and must be of adequate clarity. The photo must be available in a jpg format at an appropriate location in your PC. Please ensure that the jpeg image you use is not too large.

 <b>WALLEM SHIPMANAGEMENT LIMITED</b>	Kindly affix a regular & recent passport size PHOTOGRAPH .	Application form not verified, will be rejected
		<input type="button" value="Verify"/> <input type="button" value="Options"/> <input type="button" value="Insert Photo"/>
(Version 3.6.5.1 Modified on 16/11/2012)		
<b>APPLICATION FORM</b>		Date :

Once completed, use the “save as” command to save the form as Excel 97 – 2003 Workbook. Ensure that this saves your form as a file with an **.xls extension**.



Name or rename the file as 'your rank' 'your surname' 'your name' eg (ECDT Mudedath Rahul or DCDT Kapoor Deepak).

Your file will now be 'your rank your name.xls'. eg (ECDT Mudedath Rahul.xls or DCDT Kapoor Deepak.xls or EETR Jaiswal Sanjeev.xls)

Ensure that the final file size is not more than 1.5 mb. If it is, then reduce the photo size / resolution without affecting the clarity and re-insert the photo. A colour photo with resolution of 200 x 250 is adequate for this purpose. The xls file with size greater than 1.5mb will be rejected.

It is important that you confirm that the verification button still works. This is done by making some minor change in Row 12 or 15. The word "verify" on the verification button must turn black and become operational. Please correct the changed data and once again verify the form before you finally save the xls form.

Place the verified Excel form along with the scanned images (as mentioned in the documentation instructions) in a single folder on a CD or a pen drive. Please name the folder as your rank (ECDT or DCDT or EETR for Engine , Deck and Electrical trainees respectively) and Name. eg ECDT Mishra Rakesh or DCDT Sharma Rajiv or EETR Yadav Mahesh.

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