

# SIGNATURE SEAFOODS

4257 - 24<sup>TH</sup> AVE. W

SEATTLE WA 98199

206-285-2815 FAX 206-282-5938

Dear Applicant,

Thank you for inquiring into employment opportunities with Signature Seafoods for the summer salmon season. We hope the following information will help you decide if this company is the right place for you. Please take a moment to read the information below before you complete an employment application.

The **M/V OCEAN FRESH** is a 225 foot processing vessel, which will operate in Bristol Bay and Petersburg, Alaska. The Ocean Fresh will remain stationary while processing salmon. The fish are delivered on small boats, in refrigerated sea water. The fish are separated by species; headed and gutted, washed, graded, frozen, and boxed for shipment.

The **M/V OCEAN FRESH** accommodates up to 109 people. The accommodations are dormitory style, two person to twelve person rooms. The cafeteria serves four full meals per day, usually two entrees per meal. There is a TV in the galley to watch movies.

**Job Requirements:** You must be 18 years old, speak and read enough English to follow safety instructions and supervisors instruction to be in compliance with Coast Guard regulations the Company must follow. You **MUST** provide original documents to prove your eligibility to work in the United States at contract signing. You will be required to show a stable work history and provide a minimum of two references that will provide a positive employment recommendation. *(If you are just out of high school and have no work history, please provide two personal references that are not family members)*, **pass a drug test**, criminal background check must not have any felony violent crimes and be physically fit to meet the essential functions of the job. You may be asked to take a pre-employment physical at the Company expense. All jobs are offered on a conditional basis, which means you must successfully complete the the pre-employment process and there must still be openings available. No job is guaranteed until you sign a contract. A normal shift is twelve hours on and twelve hours off, seven days a week. During days of peak production, you may be asked to work additional hours at the discretion of Signature Seafoods. **There are NO guaranteed hours!**

**Health:** It is essential that each employee be in excellent health to endure the rigorous physical demands, long hours, and adverse working and living conditions. Emergency medical care is not immediately available and depending on the weather can be hours or days away. Only basic first aid is provided at the work site. If you are made a conditional job offer, you will be required to complete a medical questionnaire and/or take a physical at the companies expense. Any misrepresentation on the medical history form will be grounds for termination.

**Work Environment:** The work sites are not near towns, and have no regular mail service and no scheduled air service. Working conditions may be cold, wet, and monotonous. The job requires long hours, hard work, teamwork, and self discipline. It is important for your success and the success of the organization that you are agreeable and get along with everyone in a diverse working environment. You will be working with people of many races, religions, ages, national origins, and speaking many languages; and you are expected to interact in a positive, considerate and respectful manner. You must be able and willing to follow directions and rules and to work extremely hard to achieve production goals and product quality standards.

### **Length of Contract:**

**M/V OCEAN FRESH** - The contract will begin approximately June 14th. The ending date is approximately September 10<sup>th</sup>.

### **Rate of Pay:**

**\$10.00 per hour \$15.00 OT**

Entry level Processor rate is \$10.00 per hour. Overtime is paid in accordance with Federal and State of Alaska wage and hour regulations. All raises are given by your supervisor based upon performance, position, and experience.

You are required to be ready and willing to work as directed at any job that needs to be done. During peak production, work may be 7 days per week and up to 16 or more hours per day. Between production times or during slow seasons, there may be days with **NO WORK** at all. There are **NO** guaranteed hours. **There is a \$15.00 per day charge** for room and board. **Upon successfully completing your contract** you will be reimbursed **100% of the ROOM & BOARD CHARGE**.

**No Alcohol! No Drugs! No Knives/Firearms!** Signature Seafoods reserves the right to inspect baggage and other personal possessions at any time. Signature Seafoods has taken a decisive stand against the use of alcohol and drugs or substances by any employee, unless prescribed by a physician. We are committed to a safe work environment; consequently, any violation will be grounds for immediate termination. Any illegal activities are subject to prosecution.

**Drug Tests** are a pre-employment requirement. At-will, for cause, post accident and random drug testing as a continued employment requirement. If your lifestyle conflicts with this rule, please withdraw from the application process. This may also include a pre-employment physical.

**If after reading this information letter you can accept these job conditons without reservations and if you are strongly motivated, physically fit and not afraid of hard work, please complete the attached application.**

**PLEASE VISIT OUR WEBSITE: [WWW.SIGNATURESEAFOODS.COM](http://WWW.SIGNATURESEAFOODS.COM)**



4257 24<sup>th</sup> Ave West  
 Seattle, WA 98199  
 Phone: (206) 285-2815  
 Fax: (206) 282-5938

## PRE-EMPLOYMENT APPLICATION

LAST NAME	FIRST	MIDDLE	SOCIAL SECURITY NUMBER
STREET ADDRESS		CITY	STATE      ZIP CODE
RESIDENCE PHONE Area code (    )	CELL PHONE Area code (    )	EMAIL	

**EQUAL EMPLOYMENT OPPORTUNITY POLICY.** It is the policy of Signature Seafoods to seek and employ the best qualified personnel in all its facilities and to provide equal opportunity for the advancement of employees, including upgrading, promoting, training, and to administer these activities in the manner which will not discriminate against any person because of race, color, religion, age, sex, marital status, national origin, physical or mental handicap, sexual orientation, or political ideology.

**AMERICANS WITH DISABILITIES ACT POLICY.** It is the policy of Signature Seafoods to seek and employ the best qualified personnel in all its facilities. We are not asking you to disclose any disabilities in completing this application or when answering any questions during the hiring process. If a conditional job offer is made, and you require reasonable accommodations, then at that time you should disclose any disabilities you have. Reasonable accommodations, which are not an undue hardship, will be provided to disabled persons in accordance with the Americans With Disabilities Act.

WHO REFERRED YOU TO SIGNATURE SEAFOODS?

Name: \_\_\_\_\_  
 Newspaper: \_\_\_\_\_  
 Other: \_\_\_\_\_

HAVE YOU EVER WORKED FOR SIGNATURE SEAFOODS?

YES       NO

Which operation? \_\_\_\_\_

When? \_\_\_\_\_

Pursuant to the immigration reform and control of 1986, upon employment can you provide documentation and proof of citizenship or authorization to work in the United States?

YES       NO

ARE YOU 18 YEARS OF AGE OR OVER?

YES       NO

Are you able to perform the essential functions of the position with or without accommodations?

YES       NO

**EDUCATION: NAME AND LOCATION OF SCHOOL**

College: \_\_\_\_\_  
 High School: \_\_\_\_\_  
 Other: \_\_\_\_\_

**FIELD OF STUDY**

**YEARS ATTENDED**

**DEGREE/ DIPLOMA**

**QUALIFICATIONS:**

Please list any licenses, certificates, training, or specialized experience you feel relates to the position(s) applied for that would help you perform the work, such as schools, vocational or technical programs, military training, hobbies, work experience, etc. **Please indicate your fish handling skills and experience.**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**CRIMINAL CONVICTIONS:**

(Conviction of a crime is not an automatic bar to employment. Factors such as the seriousness and nature of the violation will be considered).

Have you ever been convicted of a crime (other than traffic violations) or completed a prison sentence?

YES       NO

If YES, please explain: \_\_\_\_\_  
 \_\_\_\_\_

**ABILITY TO PERFORM ESSENTIAL FUNCTIONS OF THE JOB:**

Do you speak English?       NOT AT ALL       LITTLE       GOOD       PROFICIENT

This job may require to stay on the vessel for up to 110 days.

Are you able to work away from home for that amount of time?       YES       NO

Are you able to work 12 - 16 hours a day with only a few short breaks?       YES       NO

Are you able to work 12 - 16 hours a day, seven days a week for 8 to 12 weeks?       YES       NO

<b>EMPLOYMENT EXPERIENCE</b> <i>Please account for all periods of employment including U.S military service</i>		<b>May we contact your present employer?</b> <input type="radio"/> YES <input type="radio"/> NO		
PRESENT OR LAST EMPLOYER (Company Name)	PHONE NUMBER (      )	HIRE DATE	JOB TITLE	STARTING PAY
ADDRESS		DATE LEFT	SUPERVISOR	FINAL PAY
JOB DUTIES		REASON FOR LEAVING		
PRESENT OR LAST EMPLOYER (Company Name)	PHONE NUMBER (      )	HIRE DATE	JOB TITLE	STARTING PAY
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ADDRESS		DATE LEFT	SUPERVISOR	FINAL PAY
JOB DUTIES		REASON FOR LEAVING		

**IF YOU NEED ADDITIONAL SPACE, PLEASE CONTINUE ON A SEPARATE SHEET OF PAPER**

1. I authorize the investigation of all matters which Signature Seafoods deems relevant to my qualifications for employment, including all statements made in this application and in any attachments or supporting documents. I authorize you to request and receive such information and I release from all liability any persons (such as former supervisors) or employee supplying it. I also release you from all liability which might result from making the investigation.

2. I certify that the facts and information in this application and in any attachments or supporting documents are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission, as well as any misleading statement or omissions, will be cause for denial of employment or immediate termination, regardless of when or how discovered.

3. I understand and agree that if I am offered and accept a position, I may be terminated, with or without cause or notice, at any time.

4. I agree to conform to all existing and future Signature Seafoods policies and rules and I understand that such policies and rules may be changed, interpreted, withdrawn, or added to as the company deems appropriate. I also understand that Signature Seafoods reserves the right to change wages, hours of work and working conditions as deemed necessary.

5. I understand that I may be required to submit to pre- or post-employment urinalysis and/or blood tests for the presence of drugs or alcohol and to post conditional job offer physical testing to perform the essential functions of the job. I agree to such testing at Signature Seafoods expense. I authorize release of the results to Signature Seafoods and its use to evaluate my suitability for employments, and I release Signature Seafoods from any and all liability incident to the testing.

6. I have read each of the above statements. I have also reviewed all of the information I provided in this application and in any attachments or supporting documents.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**FOR OFFICE USE ONLY**

GROUP INTERVIEW	____ / ____ / ____	REFERENCE CHECKS	____ / ____ / ____	CONDITIONAL OFFER OF EMPLOYMENT	____ / ____ / ____	MEDICAL HISTORY	____ / ____ / ____
INDIVIDUAL INTERVIEW	____ / ____ / ____	PRE-EMPLOYMENT DRUG TEST	____ / ____ / ____			PHYSICAL	____ / ____ / ____

COMMENTS: \_\_\_\_\_

**NOTICE TO APPLICANTS/EMPLOYEE'S REGARDING CONSUMER  
REPORTS**

A consumer report and/or an investigative consumer report including information concerning your character, employment history, general reputation, personal characteristics, police record, education, qualifications, motor vehicle record, mode of living, and/or credit and indebtedness may be obtained in connection with your application for and/or continued employment with the company. A consumer reports containing injury and illness records and medical information may be obtained after a tentative or conditional offer of employment has been made. Upon timely written request to the Personnel Department of the Company, and within five (5) days of the request, the name, address and phone number of the reporting agency and the nature and scope of the consumer report will be disclosed to you.

Before any adverse action is taken, based in whole or in part on the information contained in the consumer report, you will be provided a copy of the report, the name, address and telephone number of the reporting agency, a summary of your rights under the Fair Credit Reporting Act, as well as additional information on your rights under the law.

**CONSENT TO OBTAINING CONSUMER REPORTS  
READ CAREFULLY BEFORE SIGNING**

1. I have read the above "Notice to applicants/employee's regarding consumer reports" and hereby authorize the company to obtain consumer reports and/or Investigative consumer reports as described.
2. I understand that I have the right to make a written request within a reasonable amount of time to receive additional, detailed information about the nature and scope of any investigative report or other consumer reports that are made, including the name, address and telephone number of the consumer reporting agency.
3. I hereby authorize any present or former employers, consumer reporting agencies, educational institutions, criminal justice agencies, departments of motor vehicles, public agency, financial institutions, or any other person or agency having knowledge of me to submit information or opinions about myself, including data received from other sources, in order that my employment qualifications may be evaluated. I hold said persons and/or organizations blameless and without liability for statements or opinions made regarding my character, experience or qualifications.

**By my signature below, I acknowledge that I read and understand all the above statements.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

The information contained on this form is confidential and is to be used only after a "Conditional Job Offer" has been made.

**Criminal History Report Procurement Authorization**

*For Company Use Only*

**Company: SIGNATURE SEAFOODS**

**Date: \_\_\_\_\_**

Company Representative: ROSE SNIDER

Company Representative Contact Number: 206-285-2815

**Applicant Name: (Please Print)**

\_\_\_\_\_ **Last**

\_\_\_\_\_ **First**

\_\_\_\_\_ **Middle**

Applicant Maiden Name/Alias (list all): \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Driver License # \_\_\_\_\_ State \_\_\_\_\_

Date of Birth: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Place of Birth \_\_\_\_\_

\_\_\_\_\_ **Height**

\_\_\_\_\_ **Weight**

\_\_\_\_\_ **Hair Color**

\_\_\_\_\_ **Eye Color**

\_\_\_\_\_ **Race**

\_\_\_\_\_ **Sex ( M/F)**

Have you been convicted of a felony?  Yes  No If yes, please give:

*Please note: Admittance of felony convictions does not automatically disqualify employment.*

\_\_\_\_\_ **DATE**

\_\_\_\_\_ **COUNTY**

\_\_\_\_\_ **STATE**

\_\_\_\_\_ **CRIME**

Current Phone/Pager Current Street Address City State County

(\_\_\_\_) \_\_\_\_\_

List below addresses at which you have lived in the past seven years, with dates:

From To Previous Street Address City State County

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The undersigned, in connection with an application for employment, hereby authorizes the procurement of an investigative report. This authorizes any law enforcement or judicial agency, corporation, company or others to provide relevant information they may have on the applicant to Background Checks, Inc. This further releases all parties providing information from any and all liabilities or responsibility for doing so. The undersigned hereby acknowledges that they read or have had read to them this authorization and they understand it. A copy of this authorization has the same authority as the original.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**