



4855 Brookside Court, Suite E Norfolk Virginia 23502 757-648-8888 www.oceantechsvs.com

All applicants will be considered without regard to race, color, sex, religion, age, national origin, non-job related disability, disability or status as a disabled veteran or veteran of the Vietnam Era. **Do not list any information that may reflect your race, color, religion, gender, national origin, age, disabilities or veteran status. AN EQUAL OPPORTUNITY EMPLOYER**

APPLICATION FOR EMPLOYMENT

(Application is considered active for 30 days)

FOR OFFICE USE ONLY	
DEPT. _____	Application Filed _____
RATE _____	Start Date _____

PERSONAL INFORMATION (Please print legibly) e-mail _____

Today's Date: _____	If requested, can you provide evidence of your Social Security Number? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name in full: _____	Cell Phone: _____
Present address: _____	Home Phone: _____
City: _____ State: _____ Zip: _____	
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you legally eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No
<small>(Proof of age, identity, and eligibility to work in the United States will be required upon offer of employment with the company.)</small>	
Can you, with or without reasonable accommodation, perform the essential functions of this job? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<small>(If you have any questions concerning the functions of this job, ask the interviewer before answering this question.)</small>	

DESIRED EMPLOYMENT

Position applying for: _____	Date you can start: _____
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	If so, may we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently on lay off? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you subject to recall from lay off? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever applied to this company before? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, when _____
Have you ever worked for this company before (including temp)? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, when _____
Reason for leaving? _____	
Name of supervisor at this company? _____	
Have you ever been fired or asked to resign from any job? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain _____	
How did you hear about this job? <input type="checkbox"/> Employment Agency <input type="checkbox"/> Newspaper <input type="checkbox"/> Friend <input type="checkbox"/> VEC <input type="checkbox"/> Walk-in <input type="checkbox"/> Other _____	

Check all Days and Hours Available to Work: If employed, I will notify my supervisor in writing, should my availability change.

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM							
PM							

Due to the nature of the work performed at Ocean Tech Services, overtime and weekend and holiday work is frequently required.

If employed, will transportation to work be a problem? Yes No Are you able travel if required? Yes No

Do you currently have any friends or relatives working at Ocean Tech Services? Yes No

Name _____ Dept. _____ Relationship _____

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Do you have a current and valid driver's license for the appropriate class of vehicle? Yes No If yes, what State _____

(Answer only if driving is an essential function of the job you are applying for.)

Describe any special skills or training that may be related to the position you are applying for: _____

EDUCATION

Highest grade completed (circle one): 9 10 11 12	College: 1 2 3 4	Graduate School: Master's PhD
School Name _____	College Name/Degree _____	Certification _____
Vocational, Trade, or Business School _____		
Subjects of special study or research _____		

Have you ever been convicted of a crime (misdemeanor or felony)? Yes No (A conviction will not necessarily disqualify you.)
 If yes, explain where, when, charge, penalty and probation: _____

EMPLOYMENT HISTORY (Begin with current or most recent employer. Include any employment. Include any applicable temporary employment attach another sheet if necessary. Previous salaries or wages will not be used to determine compensation at Ocean Tech Services)

Company Name	Employment Dates From To	Salary Start	End	Name and Title of Supervisor
Address		\$	\$	
City ST	Describe your duties:			
Phone				
Reason for leaving and explanation				

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Address		\$	\$	
City ST	Describe your duties:			
Phone				
Reason for leaving and explanation				

Company Name	Employment Dates From To	Salary Start	End	Name and Title of Supervisor
Address		\$	\$	
City ST	Describe your duties:			
Phone				
Reason for leaving and explanation				

MILITARY HISTORY

Are you a veteran of the U.S. Military? Yes No If yes, what branch ? Army Navy Marines Air Force USCG
 Dates of service: From _____ To _____ Reserve Status: Active Inactive
 Type of discharge: _____ Highest Rank: _____

REFERENCES

Please provide three (3) references that are not related to you, whom you have known for at least one (1) year.			
Name _____	Address _____	Phone _____	Years known _____
Name _____	Address _____	Phone _____	Years known _____
Name _____	Address _____	Phone _____	Years known _____

APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION

PLEASE READ CAREFULLY BEFORE SIGNING

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should Ocean Tech Services (hereinafter referred to as "OTS") extend an offer of employment that such employment with OTS is at will, for no specified duration and may be terminated by either OTS or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, statements of OTS or its representatives used during the employment process is deemed a contract of employment real or implied. I understand that no representative of OTS except the President has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the President of Ocean Tech Services.

In consideration for employment with OTS, if employed, I agree to conform to the rules, regulations, policies and procedures of OTS at all times and understand that such obedience is a condition of employment. I understand that due to the nature of OTS' business, attendance and punctuality are considered essential requirements of every job at OTS and that poor attendance or tardiness will result in disciplinary action.

I understand that if offered a position with OTS, I am required to submit to a pre-employment medical examination, drug screening and background check as a condition of employment. I understand that unsatisfactory result from, refusal to cooperate with, or any attempt to affect the results of these pre-employments tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to Ocean Tech Services and/or any of its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

I understand that this application is considered current for thirty days. If I wish to be considered for employment after this period I must fill out and submit a new application.

Ocean Tech Services LLC reserves the right to share information contained on this application with its' affiliated companies for recruiting purposes unless otherwise notified by the applicant by initialing on the line located below.

____ **I do not wish to have information contained on my application shared with other companies affiliated with Ocean Tech Services LLC**

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.

Signature _____

Date _____

DO NOT WRITE BELOW THIS LINE