

S.S. JEREMIAH O'BRIEN/NATIONAL LIBERTY SHIP MEMORIAL

VOLUNTEER CREW APPLICANT FORM

INSTRUCTIONS: Complete the application with as much detail as possible. **You may submit this form ONLY through methods listed on the last page of this document.**

A ship's representative will follow up by phone or e-mail, then schedule your attendance for a monthly recruiting day. No applicant to the volunteer crew will be accepted nor assigned to a ship's Department without approval by the Department head and the ship's Master. No work will be done on the ship until approval has been secured. Volunteers are on probationary status until 100 volunteer hours are performed and official paperwork is issued.

Department Specific Information:

I am applying to become a volunteer in the following Department (if you have multiple Department interests, please number them in order of greatest interest, 1, 2, 3 etc.):

Deck Docent Engineering Gunnery Office Stewards Store Medical

I hold USCG Licenses* I am interested in assisting with the Overnight Program*

*If you have checked either of the two boxes above, supplemental forms are required.

I am available to work: Sun/Mon/Tues/Wed/Thu/Fri/Sat

Personal Information:

DATE OF APPLICATION: _____ DATE OF BIRTH: _____

NAME (Last, First, Middle): _____

ADDRESS: _____

CITY: _____ STATE: _____

PHONE (Day): _____ PHONE (Cell/Evening): _____

EMAIL ADDRESS: _____

PREFERRED METHOD OF CONTACT: PHONE/E-MAIL

PLEASE STATE EMPLOYMENT BACKGROUND, SKILLS, & HOBBIES:

PERSONAL REFERENCE: _____ PHONE: _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY: No/ Yes

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Emergency Contact Information:

NAME: _____ RELATIONSHIP: _____

ADDRESS: _____

CITY: _____ STATE: _____

PHONE (primary): _____ PHONE (secondary): _____

Identification Card Information:

BLOOD TYPE: _____ SEX: _____ HAIR: _____ EYES: _____

ALLERGIES TO MEDICATION: _____

Applicant Signature and Agreement:

Crew Guidelines:

- 1) Wear work clothes appropriate to Department work being done.
- 2) Lunch may be provided on workdays for a minimal donation. The minimum donation is \$2.00. The ship provides coffee free of charge.
- 3) Workdays are usually 6 hours, except in unusual circumstances. If you are working more than 6 hours, be sure to clear that with the Department head. All work hours logged will be reviewed and are subject to approval by the Department head.
- 4) **Safety is of the utmost importance on this ship** - You must be checked out on all power tools and power systems before working alone.
- 5) Probationary volunteers or minors must be supervised at all times.
- 6) Application papers must be completed, signed, and approved by the Department head **and** the ship's Master (or their representative) before any volunteer may begin work at any time. **THERE IS NO EXCEPTION TO THIS RULE.**
- 7) As a general rule, it is expected that volunteers work an annual minimum of 100 hours. The first 100 hours constitute the probationary period. New volunteers are not allowed to work unsupervised at any time until they have completed their probationary period. At the time of completion of the probationary period, volunteers are entitled to photo ID badges, are able to purchase and wear "crew" items from the ship's store, and are entitled to crew discounts.
- 8) The crew ID badge must be worn visibly at all times while on board.
- 9) Although not mandatory to volunteer, Deck and Engine volunteers are encouraged, at the volunteer's expense, to obtain entry level U.S. Coast Guard Merchant Mariner documents.
- 10) The ship's Master and/or the respective Department heads have the specific authority to terminate at will any volunteer, subject to review by the Board of Directors.
- 11) All non-probationary "crew" volunteers must be members of the NLSM.

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I, the applicant signing below, have completed this application with truthful and accurate information. I have read and understand the crew guidelines stated above and agree to abide by them.

APPLICANT NAME (printed): _____

APPLICANT'S SIGNATURE: _____ DATE _____

NLSM Membership (to be completed by applicant)

I will use my first 50 hours worked aboard to satisfy membership to the NLSM.

Included is my \$50 for membership to the NLSM.

For Internal Purposes Only (to be completed by ship's representative):

I approve applicant for probationary status as a volunteer on the SS Jeremiah O'Brien:

Department Head: _____ Date: _____

Ship's Master: _____ Date: _____

Applicant's Department _____ Start Date: _____

Date ID Issued: _____ Purser's Signature: _____

Date Received by Office _____ **Database ID:** _____

Add/Change Crew List Add/ Change Hours Report Add/ Change Hours Log

Additional Comments: _____

Rec'd. Man. and Fam. Tour: _____ Date: _____

Ended Prob. Status: _____ Date: _____

Form Submittal Information:

This form can be submitted at the ship, by email, or via U.S. Mail.

Completed applications *can be delivered at the ship ONLY to the Docent at the ticket booth.*

Applications sent via email should be sent via .PDF to: ssjobrecruiting@gmail.com.

To deliver this application by U.S. Mail, write to:

ATTN: Recruiting
National Liberty Ship Memorial
1275 Columbus Ave, Suite 300
San Francisco, CA 94133

For volunteer related questions, please email: ssjobrecruiting@gmail.com. For general questions, please call the main office at (415) 544-0100 or e-mail: liberty@ssjeremiahobrien.org