

CASCO BAY ISLAND TRANSIT DISTRICT

P.O. BOX 4656 • PORTLAND, MAINE 04112 (207) 774-7871 FAX 774-7875

CBITD EMPLOYMENT INFORMATION

Casco Bay Lines employs energetic and enthusiastic individuals who work as part of a team to provide a safe, friendly and reliable service to our customers. These individuals function productively in a high-pressure, changing marine environment, and are capable of taking the necessary initiative to meet the tasks and goals of daily operations.

Seasonal/Substitute Deckhands

This position requires an individual who will work aboard the District's vessels providing passenger, freight, cruise and charter service to the islands of Casco Bay. This position requires a customer service oriented individual who enjoys working with the public and co-workers.

Following are some of the job duties that could be required of this individual employee:

Line handling, loading and unloading of freight, cleaning, providing for the comfort and safety of passengers and other tasks as assigned.

Seasonal/Substitute Ticket Agents and Freight Agents

This position requires an outgoing individual who will work productively under pressure and time constraints in a busy office and/or freight receiving environment.

Following are some of the job duties that could be required of this individual employee:

Operate computerized ticket and freight system and perform the required cash accounting and proper record keeping, receive freight and prepare for shipment to its island destination; operate freight equipment such as forklift, pallet jacks, hand trucks; provide accurate information to the public regarding boat schedules, cruises, rates, policies and procedures; crew scheduling and replacement; answer phone inquiries and calls, cleaning and other tasks as assigned.

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EMPLOYMENT APPLICATION

Name: _____

Address: _____

City, State, Zip: _____

Tel#: _____ Cell#: _____ Email: _____

Position applied for: _____

Available to begin work date: _____

If seasonal, available to work until: _____

Are you 18 or older? Yes No If "No", age: _____

Social Security Number _____ - _____ - _____

Are you legally able to be employed in the U.S.? Yes No

Do you have reliable work transportation? Yes No

Briefly explain any experience you may have working with the general public:

Briefly explain any maritime experience you may have:

Briefly explain what training or skills you may have that you feel qualify you for this position:

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EMPLOYMENT RECORD

Please list your 4 most recent jobs and any present employment. If not applicable, list U.S. Military, volunteer work or personal references)

1. Company, Address and Phone: _____

Dates of employment _____ Position/Supervisor _____

Reason for leaving _____

2. Company, Address and Phone: _____

Dates of employment _____ Position/Supervisor _____

Reason for leaving _____

3. Company, Address and Phone: _____

Dates of employment _____ Position/Supervisor _____

Reason for leaving _____

4. Company, Address and Phone: _____

Dates of employment _____ Position/Supervisor _____

Reason for leaving _____

EDUCATION:

High School _____ Highest Grade/Level: _____

College/Vocational _____ Degree/Program: _____

Do you hold any licenses or certificates, or have other training that would be pertinent to the position applied for?:

In compliance with U.S. Coast Guard and Federal Transit Administration regulations you will be required to submit to a drug test prior to employment. This test will be scheduled and paid for by CBITD. You will also be required to submit to a physical exam, strength and flexibility test. This will be scheduled and paid for by CBITD. In compliance with Federal Laws, you must show proof of U.S. Citizenship prior to employment.

I Certify that the information contained on this application is correct to the best of my knowledge and understand that any omission, or erroneous information is grounds for dismissal. I authorize the references listed above to provide to you and all information concerning my previous employment and pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you. I acknowledge that Casco Bay Island Transit District reserves the right to amend or modify the policies handbook and other policies at any time without prior notice. These policies do not create any promises or contractual obligations between CBITD and its employees. My employment is at will. This means I am free to terminate my employment at any time, for any reason, with or without cause, and CBITD retains the same rights. The General Manager of CBITD is the only person who may make an exception to this and it must be in writing, signed by the General Manager. The General Manager is solely responsible for all terms, conditions, and any other issues concerning my employment.

Signature: _____ Date: ____ \ ____ \ ____

(This Application will be considered active for 90 days)