



INTERSTATE NAVIGATION COMPANY APPLICATION FOR EMPLOYMENT – Ticket & Reservation Office

Pre-employment questionnaire | An equal opportunity employer

You must download this form before filling it out. If you download it after filling it in your browser, the form will be blank.

PERSONAL INFORMATION

Please note: All applicants for any reservation or ticket office position must first pass a pre-employment drug test.

Date: _____ Social Security Number: *To be given in person at interview*

Name:

Last

First

Middle

Present address:

Street

City

State

Zip

Permanent address:

Street

City

State

Zip

Phone No.:

E-mail address:

Are you 18 yrs or older? Yes No

Are you prevented from lawfully becoming employed in this country because of visa or immigration status?

Yes No

Do you have any illness, injury, physical or mental handicap which may limit your ability to perform in a reasonable manner the duties or responsibilities of the position (s) for which you have applied?

Yes No

If yes, explain in detail:

EMPLOYMENT DESIRED

Position:

Date you can start:

Desired salary:

Are you currently employed? Yes No

If yes, may we inquire of your employer? Yes No

Have you applied to this company before? Yes No

Where?

When?

Referred by:

EDUCATION

	Name & Location of School	# Yrs Attended	Did you graduate?	Major Course of Study
Grammar School			Yes No	
High School			Yes No	
College			Yes No	
Trade, Business or Correspondence School			Yes No	

GENERAL

Subjects of special study or research work:

Special skills:

Activities (civic, athletic, etc.):

Exclude organizations, the name of which indicates the race, creed, sex, age, marital status, color or nation of origin of its members.

U.S. Military or Naval service: Yes No Rank:

Present membership in national guard or reserves: Yes No

FORMER EMPLOYERS *(List below last three employers, starting with last one first)*

Date, Month & Year		Name & Address of Employer	Salary	Position	Reason for Leaving
From					
To					
From					
To					
From					
To					

Which of these jobs did you like best?:

What did you like most about this job?:

REFERENCES *(Give the names of three persons not related to you, whom you have known at least one year.)*

Name	Phone No.	Business	Years Acquainted

In case of emergency notify:

Name

Address

Phone No.

AVAILABILITY FOR WORK

Because of the extremely competitive and unique nature of the travel and tourism industry, we are open for operation 364 days per year. **As a result, employees must be available to work weekdays, weekends and holidays, and vacation time is restricted.** (You must be available to work all days of the week; however, it is unlikely that you would be scheduled to work seven days a week) Usually the ferry does not operate (and employees have off) on December 25th. We operate as scheduled on all federal and state holidays.

Please initial to indicate that you have read and understand the availability section of this application:

"I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time.

In consideration of my employment, I agree to conform to the company's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company. I understand that no company representative, other than its president, and then only when in writing and signed by the president, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing."

DATE _____ SIGNATURE _____

DO NOT WRITE BELOW THIS LINE

Interviewed by: _____ Date: _____

Remarks: _____

Ability: _____

Hired: Yes No Position: _____ Dept.: _____

Salary/wage: _____ Date reporting to work: _____

Approved: 1. _____ 2. _____ 3. _____

Employment Manager

Department Head

General Manager

INTERSTATE NAVIGATION COMPANY

Criminal Records Check Release Form

PLEASE NOTE: All applicants for any deck or engine position on any company vessel must first pass a U.S. Coast Guard approved pre-employment drug screening, prior to being hired.

I _____ am an applicant for a position with the Interstate Navigation Company. I hereby authorize the release of any criminal information or data from any, Federal, State, and Local law enforcement agency including the Rhode Island Attorney General's Office with the regards to myself. Any and all information may be released to a representative of the Interstate Navigation Company.

Signature: _____ Date: _____

Driver's License #: _____ State: _____ Exp. Date: _____

Name: _____

Date of Birth: _____

Social Security Number: *To be given in person at interview*

Telephone: _____

Present address: _____

Street

City

State

Zip

Have you ever been arrested or convicted of a crime? Yes No

Information provided is true and accurate? Yes No

Any information you would like to disclose: _____

This PDF allows you to type your information using a computer. **Please download the form before filling it in.**

Electronic applications for Ticket & Reservation Office employment
should be emailed to: janette@blockislandferry.com