# Attention: Applicants

It is the policy of Offshore Liftboats to run <u>all</u> potential employees through a full background check. Any applicant found to be dishonest on their job application will not be eligible for employment by Offshore Liftboats.

Thank you

FOR AN APPLICANT TO BE CONSIDERED FOR EMPLOYMENT, THEY MUST FILL OUT THIS APPLICATION ENTIRELY.

ANY APPLICATION THAT IS NOT COMPLETELY FILLED OUT WILL BE CONSIDERED INVALID.

ALL VALID APPLICATIONS WILL BE KEPT ON FILE FOR 90 DAYS.

YOU MAY RETURN THIS APPLICATION IN PERSON TO:

OFFSHORE LIFTBOATS, LLC 16182 WEST MAIN STREET CUT OFF, LA 70345

**OR MAIL IT TO:** 

OFFSHORE LIFTBOATS, LLC

ATTN: FALLON DOMINIQUE

**POST OFFICE BOX 398** 

**CUT OFF, LA 70345** 

IF YOU HAVE ANY QUESTIONS ABOUT THIS APPLICATION E-MAIL THEM TO:

fallon@offshoreliftboats.com



## OFFSHORE LIFTBOATS, LLC APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, pregnancy, marital or veteran status, or any other legally protected status.

NAME IN FULL: (first, middle, last)	SOCIAL SECURITY 1	NUMBER:	
Date: POSITION DESIRED:	*DATE OF BIRTH:		
CURRENT ADDRESS:	*age, sex, color, nation	al origin, and rel	igion are not
	factors in making emple	oyment decision:	S.
CITY:STATE:ZIP:	PHONE NUMBER:	<del>n vira ( ) de la ministra ( ) de la ministra ( ) de la ministra de la ministra de la ministra de la ministra d</del>	ndre adure sur la constitute de la
PREVIOUS ADDRESS:	( ) ALTERNATE PHONE	NI IMRER	
PREVIOUS ADDRESS:		NOWIDEK.	
CITY:	( )		
STATE: ZIP:			
EMERGENCY CONTACT:		<del></del>	
NAME: PHONE NUMBER:			
DRIVERS LICENSE NUMBER: STATE :	TYPE: (please	ahaalt ana)	
DRIVERS LICENSE NOMBER: STATE:	☐ Operator	☐ Commercial (	Operator
DO YOU HAVE ANY RESTRICTIONS ON YOUR LICENSE? ☐ YES ☐ NO IF YES, PLEASE	☐ Class		
EXPLAIN			
	alled to the design the design of the security		
VEHICLE LICENSE PLATE NUMBER: YEAR:			
MAKE:MODEL:			
		<del></del>	
		CIRCLE O	<u>NE</u>
Have you ever filed an application with us before?		YES	NO
If yes give the date: Have you ever been employed with us before?		TES	NU
If yes give the date:		YES	NO
Are you currently employed?			NO
May we contact your present employer?			
Are you prevented from lawfully becoming employed in this country because of Visa or Immigra	ition etatue?	YES	NO
Proof of citizenship or immigration will be required upon employment:			NO
On what date would you be available for work?			
Are you available to work: Circle One			
Full-time Part-time Shift Work Temporary		YES	*************************
Are you currently on a "lay-off" status & subject to recall from another company?			NO NO
Can you travel if the job requires it?  Have you ever been injured on the job and/or filed a workers compensation claim?			NO NO
If yes please explain:		YES	-
Have you ever been arrested and/or convicted of a felony or misdemeanor? (Convictions will not necessarily disqualify an applicant from employment)		YES	NO
Explain if ves:			NO

#### COMPLETE EVEN IF RESUME' IS ATTACHED

**EXPERIENCE** Give a complete record of all employment, including military, and reasons for periods unemployed during past 10 years. Start with most recent. If you have served in the armed forces attach a copy of your DD214. If you have been self-employed list up to five of your major clients. COMPANY'S NAME, ADDRESS, TELEPHONE LAST SALARY AND CHECK ONE AND STATE INTERVIEWER' Present or POSITION(S) HELD REASON FOR LEAVING NOTES Last Employment NO. AND NAME OF LAST SUPERVISOR First Ld. off Dischg. Resig. Salary Month Month \$ per Phone No. No. & Street Position City, State, & Zip Supervisor Year Year Ld. off Salary Dischg. Resig. Month Month Company No. & Street Phone No Position City, State, & Zip Supervisor Year Year Dischg. Month Month Company Salary Ld. off Resig. \$ No. & Street Phone No Position City, State, & Zip Supervisor Year Year Ld. off Dischg. Salary Month Month Company Resig. \$ No. & Street Phone No Position City, State, & Zip Supervisor Year Year Month Resig. Month Company Salary Ld. off Dischg. \$ per No. & Street Phone No Position City, State, & Zip Supervisor Year Year Salary Ld. off Dischg. Resig. Month Month Company \$ per Phone No Position No. & Street City, State, & Zip Supervisor Year Year LIST ANY SPECIAL TRAINING:

0	Employers	Resources,	LLC	1999-2004	TX-5-841	-119
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HOBBIES:

## DOT Release of Information Form - 49 CFR Part 40 Drug & Alcohol Testing

Section 1: To be completed by the new employees, signed by the employee, and transmitted to:



Offshore Liftboats/Employers Resources, LLC P.O. Box 61987 Lafayette, LA 70596 Via Fax 337-981-9305 or 1-800-989-1034

Employee Printed or Typ	e Name:
Employee SS or ID Number:	
previous employer(s), listed in below, to the employer 49CFR Part 40, Section 40.25. I understand and agree t following DOT regulated information:  1. Verified positive drug test results. 2. Alcohol test results that reflect a result of 0.04 3. Records documenting a refusal to submit to alcohol testing and verified adulterated-or-subsection. 4. Records of any determinations that I engaged	required random, reasonable cause/suspicion, post-accident, or follow-up drug or
Employee Signature:	Date:
Previous Employers (use more than one form if an emp	ployee has had more than three DOT regulated employers in the past two years)
Previous Employer Name:	
Designated Representative:	
Phone Number:	Fax Number:
Designated Representative:	
Phone Number:	
Previous Employer Name:	
Designated Representative:	
Phone Number:	
Section II: To be completed by the previous employe	r(s) and transmitted via fax to the new employer or its agent listed above in BOLD
In the two years prior to the date of the employee's sign  1. Did the employee have alcohol test results wit  2. Did the employee have a verified positive dru  3. Did the employee refuse to be tested?  4. Did the employee have other violations of DO  5. Did a previous employer report a drug & alcol  6. If you answered "yes" to any of the above, did the return-to-duty process?	ature for DOT regulated testing; h a result of 0.04 or higher?  g tests?  YES
Documentation must be attached for "yes" answers:	Designated Representatives Signature:
	Title:
	Date:

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## AUTHORIZATION AND RELEASE FOR THE PROCUREMENT OF A CONSUMER AND/OR INVESTIGATIVE CONSUMER REPORT (PLEASE PRINT OR TYPE)

I, the undersigned consumer, do hereby authorize **EMPLOYERS RESOURCES, LLC** to procure a consumer report and/or investigative consumer report on me. I hereby declare that the answers to the questions on this application are correct and that any misstatement or omission of fact will be sufficient cause for rejection of my application or separation should I become employed by Offshore Liftboats, LLC.

These above-mentioned reports may include, but are not limited to, information as to my character, general reputation, personal characteristics and mode of living, discerned through employment and education verifications, personal references, personal interviews, my personal credit history based on reports from any credit bureau; my driving history, including any traffic citations; a social security number verification; present and former addresses; criminal and civil history/records; any other public record.

I understand that I am entitled to a complete and accurate disclosure of the nature and scope of any investigative consumer report of which I am the subject upon my written request to **EMPLOYERS RESOURCES**, **LLC** if such is made within a reasonable time after the date hereof. I also understand that I may receive a written summary of my rights under 15 U.S.C. § 1681 et. seq.

I further authorize any person, business entity or governmental agency who may have information relevant to the above to disclose the same Offshore liftboats, LLC, by and through EMPLOYERS RESOURCES, LLC including, but not limited to, any and all courts, public agencies, law enforcement agencies and credit bureaus, regardless of whether such person, business entity or governmental agency compiled the information itself or received it from other sources.

I hereby release and agree to hold harmless Offshore liftboats, LLC, **EMPLOYERS RESOURCES**, **LLC** and any and all persons, business entities and governmental agencies, whether public or private, from any and all liability, claims and/or demands, by me, my heirs, or others making such claim or demand on my behalf, for providing a consumer report and/or investigative consumer report hereby authorized. I understand that this Authorization/Release form shall remain in effect for the duration of my employment with said Company.

Further, I certify that the information contained on this Authorization/Release form is true and correct and that may application or employment will be terminated based on any false, omitted or fraudulent information.

ocial Security		Daytime F	Phone			Gender*
•						<del>Quarter and a state of the sta</del>
river's License	State of Issuance			Date of Birtif		
lease provide y	our addresses for	the last (7) years.				
Current Address						
	Street	C	City	State/Zip	County	Date From/To
ormer Address						
	Street	C	City	State/Zip	County	Date From/To
ormer Address	•					
	Street	C	City	State/Zip	County	Date From/To
Former Address						
	Street	(	City	State/Zip	County	Date From/To

<sup>\*</sup>This information will enable us to properly identify you in the event we find adverse information during the course of our background search. © Employers Resources, LLC 2004-2005 TX-5-841-119

## Authorization for release of information PLEASE READ THE FOLLOWING CAREFULLY AND SIGN BELOW

#### Offshore liftboats, LLC

I hereby declare that the answers to the questions on this application are correct and that any misstatement or omission of fact will be sufficient cause for rejection of my application or separation should I become employed by Offshore liftboats, LLC. I authorize Offshore liftboats, LLC and its agents to contact any of my previous employers as well as any reference source in order to verify the facts and information I have furnished regarding my qualifications and character. I hereby authorize any person(s) having knowledge thereof to provide such information to Offshore liftboats, LLC or its agents, and I hereby release from liability and agree to hold harmless any person that furnishes such information in good faith. I authorize Offshore liftboats, LLC and its agents to supply my employment record in whole or part and in confidence to any employer, insurance agency, or other party with a legal and proper interest, and I hereby release Offshore liftboats, LLC and its agents from any liability and agree to hold harmless any employee of Offshore liftboats, LLC or its agents who furnishes such information. I further understand that my employment is for no fixed time and just as I am free to resign at any time, Offshore liftboats, LLC reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no employee, officer or agent of Offshore liftboats, LLC may bind it by oral or printed statements, including handbooks, benefits books, or bulletins, contrary to the above.

I also declare that I am able to perform all essential functions of the position applied for in this application. I agree that I will submit to a physical, ability, urinalysis, and/or blood or other examination requested by Offshore liftboats, LLC at any time prior to or subsequent to my employment. I hereby release Offshore liftboats, LLC or its agents from any liability resulting from any of the tests listed above and grant Offshore liftboats, LLC full and free access to my medical records from previous employment and/or my personal physician.

Under the provision of the **Fair Credit Reporting Act**, 15 U.S.G. Sec. 1681 et seq. Notice is hereby given that a consumer report or investigative consumer report may be obtained which may include but not limited to: criminal history, civil history, motor vehicle report, work history, workers compensation history, educational history, information to your credit worthiness, character, general reputation, personal characteristics, and mode of living, which will be used for employment purposes. An investigation into your worker's compensation or industrial accident background may also be conducted.

You are further advised under said Act that any person who produces or causes to be prepared an investigative consumer report on any consumer, upon written request made by the consumer within a reasonable period of time after the receipt by him/her of the disclosure required by subsection 1681 (d), shall make a complete and accurate disclosure of the nature and scope of the investigation requested. This disclosure shall be made in writing, mailed or otherwise delivered, to the consumer not later than five days after the date on which the request for such disclosure was received from the consumer or such report was first requested, whichever is the later.

You are further advised that if you are denied employment, either wholly or in part, because of information contained in a consumer report as that term is defined in the **Fair Credit Reporting Act** that a disclosure will be made to you of the name and address of the consumer reporting agency making such report.

I have carefully read the information on this form, realize I have had the opportunity to ask questions about it, and understand what it means.

Date of Birth:	SIGNATURE OF APPLICANT
Drivers License No:	
State of Issue:	DATE
EOI	AL OPPORTUNITY EMPLOYER

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## NOTICE TO APPLICANTS/EMPLOYEES 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, and motor vehicle record, mode of living, and/or credit and indebtedness may be obtained in connection with your application for and continued employment with the company. A consumer report containing injury and illness records and medical information may be obtained after a tentative offer of employment has been made. Upon timely written request of the Personnel Department of the Company, and within five 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.

Offshore Liftboats, LLC uses an employment entrance medical exam as part of its hiring process. Any offer of employment will be conditioned upon the individual passing the employment entrance exam. The employment entrance exam medical exam will be administered after the offer of employment but before the performance of any job duties. If the person does not pass the employment entrance exam, the conditional offer of employment will be withdrawn and the conditional employment relationship shall cease. All medical information is considered confidential record by law. Any person requiring a reasonable accommodation in any step of the hiring process to assist him or her to demonstrate his or her qualification to perform the duties of the job for which the applicant is applying should inform the Human Resources Manager at P.O. Box 398 Cut Off, LA 70345 or call (985) 632-3414

## CONSENT TO OBTAINING CONSUMER REPORTS READ CAREFULLY BEFORE SIGNING

- 1. I have read the attached "Notice To Applicant/Employees Regarding Consumer Reports" and hereby authorize the company to obtain consumer reports and/or investigative 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, I 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 have read and understood all the above statements.

Name (print)	Date
Signature	
Social Security Number	

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#### DRUG FREE WORK PLACE

Offshore Liftboats, LLC is vitally concerned in the safety and health of its employees. It is the express policy of Offshore Liftboats, LLC that when its employees come to work, they are expected to be lucid, sober and prepared to perform, their job functions without endangering themselves or their coworkers because of drug or alcohol use on or off the job-site.

Any employees who are taking prescribed medication or non-prescribed drugs which may impair their ability to perform their job functions must immediately notify their supervisor. All employees are subject to drug and alcohol testing at any time, but especially after an accident. Any employee found to be using prescribed or over-the-counter drugs which may impair their performance without notifying their supervisor or found to be intoxicated will be subject to immediate termination.

WARNING: PURSUANT TO STATE LAW, ANY EMPLOYEES FOUND TO BE UNDER THE INFLUENCE OF ALCOHOL OR ANY NON-PRESCRIBED CONTROLLED DANGEROUS SUBSTANCES WILL BE SUBJECT TO IMMEDIATE TERMINATION AND MAY FORFEIT ANY RIGHTS THAT MAY HAVE OTHERWISE HAD TO WORKER'S AND UNEMPLOYMENT COMPENSATION.

EMPLOYEE NAME PLEASE PRINT	EMPLOYEE SOCIAL SECURITY NUMBER
EMPLOYEE SIGNATURE	

I have read and understood the paragraphs above.



# ACKNOWLEDGMENT PRE-EMPLOYMENT DRUG SCREENING CONSENT

EMPLOYEE SIGNATURE	DATE
EMPLOYEE NAME PLEASE PRINT	EMPLOYEE SOCIALSECURITY NUMBER
solely for the purpose of consideration of en	result will be released to Offshore Liftboats, LLC mployment, and such authorization will expire 60 evoke this authorization at any time (except to the ereon).
Furthermore I understand that I must pass t Screen and failure to pass either one of these to	the company's Pre-Screen and/or the DOT Drug ests will result in refusal of employment.
I have been informed and understand I retain the and/or-blood-samples-at-any-time I-so-desire-ar-	he express right to terminate the taking of the urine nd to leave the room without further delay.
taking of a urine, breath, and/or blood sample give full written permission to the doctor, clin specimen to the laboratory for screening tests Opiates, Methadone, Cocaine, Benzodiazepi	to be used for drug screening. I also authorize and nic, hospital or its agents an associates to send this for the presence of Amphetamines, Barbiturates, ne, Propoxyphene, Cannabinoids, Phencyclidine, to be given to Offshore Liftboats, LLC, its agents
I, (please print)	, nereby voluntarily consent to the

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#### OFFSHORE LIFTBOATS, L.L.C.

## Medical Exam & Drug Policy

In accordance with LSA R.S. 23:897, K., it is the stated policy of Offshore Liftboats, L.L.C.:

That an employee or an applicant who becomes an employee, and who voluntarily terminates the employment relationship sooner than ninety (90) working days after his first day of work or never reports to work, is obligated to reimburse the company for the costs of such employees or applicants pre-employment medical examination or drug test, provided the employee is compensated at a rate equivalent to, not less than one dollar above the existing federal minimum wage and is not a part-time or seasonal employee as defined in R.S. 23:1021, unless such termination is attributable to a substantial change made to the employment by the employer as applied in Louisiana Employment Security Law.

In accordance with LSA R.S. 23:634, B, and the terms of the above-stated policy, I hereby agree that the costs of my pre-employment medical examination or drug test, an amount of \$255.00, may be withheld from my wages if I voluntarily resign within ninety (90) working day from my first day of work. Date Signature Witness **DISPUTE RESOLUTION AGREEMENT** I hereby agree that any and all disputes and maters whatsoever arising under, in connection with, or incident to my employment with this company, including claims for personal injury, workman's compensation, maintenance and cure, wages, claims under the Jones Act, claims under the General Maritime Law, claims alleging employment discrimination, and/or claims against third parties which might arise as a result of my employment with this company, shall be litigated if at all, in and before the United States District Court for the Eastern District of Louisiana or a court of proper jurisdiction and venue in the parish or county of my current residence, to the exclusion of the courts of any other state or any other country. Signature Date

Printed Name