



The Company

C.F. Sharp Crew Management, Inc. is the pioneer in overseas maritime employment and one of the largest manning agencies in the Philippines.

One of the first to achieve the ISO 9001:2000 Certificate in 1994 as its commitment to providing quality service, C. F Sharp has continuously achieved top awards from the Philippine Overseas Employment Administration and presently have onboard 8,500 seafarers trading all over the world.

Its roster of principals includes the most reputable and progressive companies and thus offers its recruited seafarers, terms, and services that are above industry average.

Your First Stop – Recruitment

You must submit your comprehensive resume with 2x2 picture at the Recruitment Center at the following address:

Casa Rocha (fronting Manila Cathedral), 290-292 Gen. Luna Street, Intramuros, Manila.

Be reminded that when applying please be in business attire.

Or you may send through our website recruitment@cfsharp.com or send by mail to the address indicated above.

All applicants received will be reviewed by our Recruitment Team. If they find your qualifications suitable for the position applied for, you will be requested to report personally to CFS and will be asked to fill up our Application form. Reminder: You have to complete the form in its entirety. Don't write "See Resume" on the form.

Requirements:

All applicants for Norwegian Cruise Line and Louis Cruise Line must have minimum One (1) Year experience in a 3-5 star hotel or fine dining restaurant.

When applying, personally or via mail, be reminded of the following:

1. For applicants with foreign shipboard experience, bring your last ship evaluation or assessment.
2. For land based experience, bring recent employment certificate.

All applicants for the Deck & Engine positions for Conventional vessels must have government mandated licenses for position applied. Do not forget the details of your documents and history of shipboard employment.

Walk-in applicants that qualify requirements will be pre-screened by respective Recruitment Officers.

Entry-level Examination

The next step will be to take the following exams:

1. English Proficiency Test
2. S.E.T.S. 6000 exams for applied position (applicable only to Deck & Engine positions)

After passing the said examinations, the Recruitment Manager will interview the applicant to further validate applicant's technical and communication skills. Applicants who do not meet the specific requirements are retained in our database pool for future requirements following retention periods:

- 3 months – management/operational level officers, petty officers, cooks, pastry, chefs/bakers
- 3 months – bar, restaurant, galley and hotel staff

Applicants for other positions not stated above are immediately discarded when applicant fails to meet the requirements.

When do I hear from CFS?

Our Recruitment Manager will advise you if/when you need to call for follow-up, however, for urgent requirements or any clarification they will call you and give you further instructions. For Cruise Line applicants, there will be a Principal's Interview.

What happens when applicants pass the series of pre-employment examinations?

After completing the screening process, Recruitment Manager will endorse you to the Fleet or Crewing Manager. They will continue your pre-employment processes with the approval of the Operations Manager and/or the Vice President for Operations.

What other documents do I need to submit after being endorsed to the Fleet?

Aside from the resume and accomplishing CFS Application Form, the applicant is required to submit the following:

- Seaman's Book (SIRB) with expiry date of at least one year from date of application
- Passport (valid for at least one year from date of application)
- NBI Clearance

- Basic Safety Course with PSSR
- Crowd and Crisis (for LCL applicants)
- Proficiency in Survival Craft and Rescue Boat (PSCRB)
- Special Training Certificates (as applicable)
- Photocopy of Social Security System (SSS) ID
- NAC Certificates
- Other requirements deemed necessary by the Fleet Manager

It is required that new hires have complete STCW certification.

Once your application is confirmed and accepted, our Crewing Manager will provide you information about your vessel assignment, wage details, job description, contract length, benefit information. You are expected to keep in constant communication with your Crewing Manager.

Pre-Employment Medical Examination

You should pass the pre-employment medical examination. If declared fit, your employment contract shall now be printed.

Visa Application

We shall assist in the application of foreign visas. For US Visas applicants, an orientation session is held thrice weekly or a day prior to the US visa interview schedule to assist in accomplishing the visa application form.

WHAT DO I HAVE TO PAY FOR THE ABOVE PROCESSES AND FOR MY PROSPECTIVE SHIPBOARD EMPLOYMENT?

NOTHING at CF Sharp Crew Management Inc. That's right there is no fee to be charged to you. For as long as you possess the skill, the talent and experience that we need for a specific position, then you are in.

Processing of Seafarer's Registration Card (SRC)

As a POEA requirement, all seafarers are required to be registered prior to deployment. CF Sharp shall assist in the processing or the SRC/C3 with POEA. Female applicants who reside outside Metro Manila shall be required to appear personally at the POEA.

In-House Pre-Departure Orientation Seminar (PDOS)

CF Sharp has arranged an In-house PDOS program exclusively for its seafarers. This is a requirement by OWWA and must be implemented from a welfare prospective and forms an integral part of the government's over-all program for the protection and welfare of seafarers. Your Crewing Manager will advise you if/when you should register for PDOS, the timing should be at least two weeks prior to departure date. A PDOS certificate shall be issued for this purpose.

OWWA Membership

OWWA, through the manning agent, collects payment of membership contribution of seafarer of \$10.00 (P 510) on a per contract basis after the contract has been processed. This amount is shared by the principal who further contributes \$15 per seafarer.

Who to contact for more details?

We are always available to provide you with the necessary information in connection with your application. If you have any inquiries about the above, you may contact us:

Recruitment Center at : 527 6031-49 local 103/136/104/113

Listed below are some more reminders for you. Remember that in your quest for shipboard employment, you must possess the right qualifications and the right attitude.

DO'S

1. Do transact business only at the CFS office
2. Do come in proper attire to make a good impression. No earrings for male applicants, no visible tattoos, no sandals please. For female applicants, please come in business attire, no denim pants.
3. Qualifications in the resume should match requirements in the position applied for.
4. Do submit all pertinent documents required for your application, especially, employment certificate/s.
5. Do check validity of your papers.
6. Heed advice of your crewing manager. If you have been asked to call, please do call.
7. Pay only to the cashier.
8. When paying always ask for a receipt.
9. When in doubt, ask.

10. Be enthusiastic! Show us how interested you are in the position.

DONT'S

1. Do not leave/resign from your present employment until your employment prospect with CFS is finalized.
2. Do not hand over payment to any CFS personnel. Pay directly to cashier.
3. Giving gifts either in cash or in kind, is not allowed.