



CF SHARP CREW MANAGEMENT, INC.

GETTING STARTED

W E L C O M E TO C.F. SHARP CREW MANAGEMENT

Getting Started has been prepared to help you efficiently guide you through your application with CFSharp. This guide will provide you with all the entry requirements and steps to be undertaken. Good luck.

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 over 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 and drop in our drop box located at the lobby area or you may send through via our website recruitment@cfsharp.com or send by mail to Casa Rocha, No. 290 Gen. Luna St., Intramuros, Manila.

All applications 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.

Entry-level Examination

The next step would be to take the written examinations :

- Basic Safety Training Concepts
- Test for passenger vessel, officer and crew
- English Proficiency Test

After passing the written examinations, the Recruitment Manager will interview the applicant to further validate applicant's technical ability and communication skills. Passing rate is 3.

Applicants who do not meet the specific requirements are retained in our database pool for future requirements. Following the retention periods:

- **3 months**-management / operational level officers, petty officers, cooks, pastry, chefs / bakers.
- **3 months**- bartenders, busboys, wine stewards and cabin stewards.

Applications 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.

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

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

What other documents I need to submit?

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 hotel crew applicants)
- Prof in Survival Craft and Rescue Boat (PSCRB)
- Special Training certificates (as applicable)
- Philippine License from PRC (as applicable)
- Photocopy of Social Security System (SSS) ID
- NAC Certificate
- Other requirements as may be deemed necessary by the Recruitment 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 visa 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. CFSharp shall assist in the processing of the SRC / C3 with POEA. Female applicants who reside outside Metro Manila residents shall be required to appear personally at the POEA.

In-House Pre-Departure Orientation Seminar (PDOS). CFSharp has arranged an In-House PDOS program exclusively for its seafarers. This seminar is a requirement by OWWA and must be implemented from a welfare perspective 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 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 necessary information in connection with your application. If you are not clear on any of the above, you may contact us :

Recruitment Section at : 527 6031- 49 local 103

Email us at : recruitment@cfsharp.com

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 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, preferably, 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.

DON'T'S

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

Important : CFS ex-crewmembers re-applying or awaiting new vessel assignments shall not be covered by this procedure unless the crewmember has been inactive from the rolls of CF Sharp for two or more years. Ex-crewmembers applying for a different position with another principal shall be subject to verification of track record, interview and examination before he is recommended to the principal.