



Name: _____

NEW-HIRE CHECKLIST

Please read and confirm the following statements by placing your initials in the column that represents your response correctly. Once you have completed the checklist, sign and return it to your scheduler at least 72 hours prior to your joining date. You must bring this document along with your passport and medical exam to the ship and hand to your Sales Manager immediately upon arrival.

#	STATEMENT	AGREE	DISAGREE
1	My Crew Placement Vendor has advised me that I do not need to pay a commission or any fees for submitting an application, processing or placement with Starboard Cruise Services, Inc (Starboard).		
2	I do not have to use the Crew Placement Vendor's additional services. If I do choose to use their services, I understand this decision is a choice I have made of my own free will. I also understand these optional services may involve fees that Starboard will not reimburse. I also acknowledge I was not required to pay any placement or recruiting fees.		
3	I have received a full receipt for any additional services for which I have paid my Crew Placement Vendor.		
4	I will completely cover all tattoos at all times when in guest areas onboard ship.		
5	I will remove all visible body piercings when in guest areas onboard ship. Females may keep one earring per ear on the lobe with a maximum circumference of 3cm.		
6	I possess a valid medical certificate from a certified physician, including all lab test results, stating that I am "Fit for Duty." I have obtained all valid documents including a C1/D visa, valid for at least one year. My passport and medical exam will remain valid throughout the duration of my contract.		
7	I realize that Starboard requires a minimum of two contracts before I am eligible to request a transfer to another ship and/or cruise line. This request is not an obligation and is contingent upon Starboard's business needs and my performance evaluation scores.		
8	I have received a Letter of Employment (LOE) from my Crew Placement Vendor or Scheduler which details my ship assignment, position and joining date.		
9	My ship assignment may change at any time based upon business needs.		
10	I understand Starboard's airline ticket policy for joining the ship and returning home at the end of my contract.		
11	My permanent repatriation airport (home airport) will be: _____.		
12	I will abide by the Master's Rules and Regulations as defined by each cruise line.		
13	I have received, read, and understood my job description and believe my job skills and experience qualify me to perform the duties outlined.		
14	I have signed and understood the Compensation Acknowledgement form.		
15	My contract length is approximately six months.		
16	I will share my cabin with one other person of my same gender. Ship management will only make exceptions for married couples.		
17	I expect to receive a full evaluation at the completion of 60 days and another at the end of my six-month contract.		
18	I expect to work approximately 10 hours per day, seven days per week throughout my contract period.		
19	Starboard will deposit my compensation (base + commission) directly into my Visa OceanPay Card on a bi-weekly basis.		
20	I will record my working hours accurately throughout my onboard employment.		
21	I will not apply for any other position with other cruise lines or onboard concessionaires for a minimum of six months after the termination of my employment with Starboard.		
22	My current age exceeds 21 years.		
23	My experience in retail and/or customer service exceeds two years.		
24	I can easily navigate computers including most word processing and spreadsheet programs such as MS Word and MS Excel.		
25	I can safely lift 55lb (25kg) repeatedly during the work day.		
26	I have no concerns about my physical and/or emotional health that may impair my job performance while at sea.		
27	I am currently using the following medications for health purposes _____.		

Signature: _____

Date: _____