



JOB APPLICANT PACKET

**Marine Transportation Services, Inc. (“MTS”)
3830 Frankford Avenue,
Panama City, FL 32405
850-769-1459**

NOTICE TO APPLICANTS

About Marine Transportation Services, Inc.

MARINE TRANSPORTATION SERVICES, INC. (hereinafter “MTS”) is the owner, operator, and builder of passenger vessels specifically designed to meet the transportation needs of oil and gas companies with platforms in the Gulf of Mexico. As an owner and operator, MTS handles the day to day management of a fleet of 9 crew boats staffed with MTS vessel personnel and leased to oil and gas exploration companies. These vessels range in size from 110’ to 140’. Their common features are high speed capabilities, aluminum construction, large deck space for cargo, exceptional maintenance, and comfortable safe seating for passengers. When an offshore drilling operation depends on prompt and expedient delivery, MTS shines through. To charter an MTS vessel is to hire our complete marine facility. We take pride in our comprehensive commitment to meet client needs. MTS excels in the industry by offering our clients the benefits of family leadership, quality personnel, a complete back up system of support facilities, and staunch vessels.

MTS requires all crew members, captains and deckhands alike, to perform their jobs safely, efficiently and effectively. The entire crew must work as one well organized trained team following basic MTS rules and procedures. To ensure the quality of each employee, MTS screens all applicants by calling former employers for references and checking for criminal backgrounds. Since MTS provides vans for transportation to the vessels, all new employees’ drivers licenses are checked for validity with the department of motor vehicles. A neat appearance is required. MTS employees cannot wear any earrings or body piercing objects and men must keep their hair length above the collar. Furthermore, each new employee must pass a DOT urinalysis test for drugs and attend a safety orientation training class before being placed on a vessel.

Anticipated Work Schedule and Absenteeism

MTS employees who work on these vessels, **ordinarily** work 14 day rotation shifts—14 days on duty and 14 days off duty. Employees working an average of 14 days on and 14 days off are considered full-time employees. In accordance with Florida Statutes §553, such rotation shift employees are not entitled to unemployment compensation benefits for their days off because they remain job attached and are not unemployed. Nevertheless, there is no guarantee of continuous work in evenly scheduled 14 day intervals as there are sometimes scheduling problems with a vessel’s charterer, problems with the weather, no work available for the vessel, etc.

Under normal circumstances, MTS employees meet once a month at the MTS office to be transported to their assigned vessels for a 14 day hitch. This means that a MTS vessel employee only goes to work a maximum of 13 times a year. If such an employee does not show up for his/her crew change, by definition of the job, he/she misses an entire month’s work. Finding a substitute who will leave with only a moment’s notice for 14 days offshore is next to impossible—it almost never happens.

Indeed, a vessel employee who does not show up for his/her crew change puts the job of every MTS employee on the vessel and the job of the vessel at risk. MTS operates in an extremely competitive and regulated arena. Oil and gas companies lease these boats by the 24 hour day. Jobs last anywhere from one day to three years. These charter contracts call for a certain number of crew to be on board the vessel for the duration of the contract. Even more importantly, U.S.

Coast Guard regulations prohibit the operation of a work boat for hire without a minimum number of crew on board. When a missing crew member causes MTS's failure to meet these contractual and governmental requirements, the vessel is unable to operate and is quickly released by its charterer. Suddenly, eight men are out of a job and the company releasing the boat from its contract is reluctant to charter an MTS vessel again.

A new vessel employee is hired as quickly as possible to fill the empty spot of the employee who did not show up for work. This step is critical to the survival of our business and the crew jobs at stake. **We do not sit and wait for the absent employee to contact us.** The new employee will work for the remaining days of the 14 day hitch. It is then very undesirable for MTS to lay off this new employee in the following month in order to give the absent employee a second chance. Therefore, MTS waits until there is another opening to give the absent employee another chance, because his/her job has been filled. MTS reserves these second chances for employees who have shown extremely valid reasons for missing crew change and have given prior notice the office. **DO NOT EXPECT TO BE GRANTED A SECOND CHANCE AUTOMATICALLY!!!** Moreover, even if granted a second chance, MTS has no control over when another opening will arise—it could take months.

After an applicant is hired by MTS to work on a vessel, it then becomes that new employee's duty to call the MTS office and check in for crew change details. Employees must check in at least 24 hours in advance of the scheduled crew change. Those who do not check in punctually may find their positions filled. MTS cannot risk the consequences of an undermanned vessel. Our office hours are from 9:00 a.m. to 5:00 p.m., Monday through Friday, and we have a 24 hour answering service available at our regular telephone number (850) 769-1459.

If for some reason an employee abandons his/her post on a vessel before his/her 14 day hitch has expired, the same principles apply. Again, a new employee must be hired as quickly as possible in order to save the job of the vessel. Again, second chances are reserved for employees who have shown extremely valid reasons for abandonment and have notified the office.

Transportation to Vessel

MTS provides transportation in company owned vehicles to its vessels from its office in Panama City, Florida. Each crew member is required to have a valid drivers license for this reason. The vehicles leave from the MTS parking lot at the pre-arranged crew change time. Any crew member that cannot meet at the office is responsible for his/her own transportation to the vessel. When the relief crew arrives at the vessel, the relieved crew then drives the same vehicle back to Panama City. Crew members must abide by **all** traffic laws, treat the vehicles with respect, and clean the vehicles upon their return to Panama City.

Job Positions and Wages

MTS is only interested in serious applicants. We invest a lot of time and money in the process of hiring a MTS employee. For a number of reasons MTS prefers to hire its employees from the Panama City area, however, exceptions are sometimes made. There are only two entry level positions at MTS: (1) deckhand, unlicensed; and (2) mate, 100 Ton Masters License and FCC Marine Radio Operator Permit required. Advancement to engineer and captain positions results when a position becomes available and an employee demonstrates superior skills, stability,

reliability, obedience to rules and procedures, a positive and energetic working attitude, and harmonious relations with fellow employees, passengers, dispatchers, tool pushers, and company representatives. In such a manner, deckhands can become engineers, and if they acquire a 100 Ton Masters License and a FCC Marine Radio Operator Permit, then they can go on to become mates and then captains. Indeed, many of our captains started as MTS deckhands. Job descriptions for deckhand and mate positions are included in this Job Applicant Packet. Other job descriptions are available in the MTS Vessel Handbook and Employee Manual.

MTS employees working an ordinary schedule are typically paid upon returning to Panama City from 14 days on duty. This pay arrangement means that each crew member ordinarily only receives one pay check every 28 days. MTS employees must manage these wages wisely as MTS does not advance money to employees, nor does MTS loan money to its employees.

MTS wages reflect the varying levels of responsibility among the crew on board each vessel and are comparable to other crew boat companies' wages. Please contact our office for our current wages. An employee's work time begins when he boards the vessel and ends when he departs the vessel.

Upon completion of each additional year of work for deckhands and engineers, there is a longevity pay raise of \$1.00 per day per year. Upon completion of each additional year of work for mates and captains, there is a longevity pay raise of \$2.00 per day per year. Former MTS employees who are rehired do not receive longevity credit for their former MTS employment.

Your Various Benefits With MTS

You may not have thought about it, but the value of your benefits amounts to a considerable sum each year in addition to the wages you earn. These are just some of the benefits MTS provides for eligible employees each year:

- Basic Term Life Insurance
- Credit Union Membership
- Dental Insurance
- Health Care / Hospitalization Insurance
- Long Term & Short Term Disability Insurance
- Maintenance & Cure (similar to Workers Compensation)
- Safety Bonus
- Transportation to Vessels

Equal Opportunity Employer Compliance

MTS is an equal employment opportunity employer. MTS adheres to a policy of making employment decisions without regard to age, race, color, sex, religion, national origin, handicap, or marital status. MTS assures you that your opportunity for employment with this employer depends solely upon your qualifications.

MTS complies with the Americans With Disabilities Act of 1990. During the interview process, you may be asked questions concerning your ability to perform job-related functions. If you are given a conditional offer of employment, you may be required to complete a post-job offer medical

history questionnaire and/or undergo a medical examination. If required, all entering employees in the same job category will be subject to the same medical questionnaire and/or examination and all information will be kept confidential and in separate files.

MTS has the right to expect each of its employees to be able to perform the essential functions of his/her job without accommodations which cause MTS undue hardship. MTS also has the duty to maintain seaworthy vessels and crews. These duties arise from general maritime law as well as from Department of Transportation regulations controlled and enforced by the United States Coast Guard. As a result, each crew member on a MTS vessel must be capable of performing a variety of tasks without which no vessel could be considered seaworthy.

All MTS boat crew personnel must be able to handle and throw heavy ropes in challenging sea conditions. MTS crew positions also require persons capable of doing heavy lifting of cargo and bags. MTS crews must be agile and able to move about safely on the deck of and in the small quarters of a boat moving rapidly in sometimes rough seas. Boat crew members must also be able to move about and work in the engine room of the vessel. All boat crew members must be able to board and get off the vessel from docks and piers which are often several feet higher or lower than the deck of the vessel, and be able to escape through each of the vessels' escape hatches. Each MTS crew member must also be able to handle a fire hose in the event of fire. Each MTS crew member must also be able to stay for weeks at sea without going to a port. Medical attention may be as much as 24 hours away.

Although these conditions are not present every day, they can and do frequently arise. MTS cannot risk the health and safety of its employees nor its passengers. Each crew member must be able to perform the aforementioned tasks. If you are not able to perform these tasks, you risk not only your own health and safety, but also that of everyone on the vessel and near the vessel. If you are not seaworthy, then an MTS vessel with you on board cannot be seaworthy.

Substance Abuse Policy

MTS provides a safe working environment and safe transportation services through the utilization of a Substance Abuse Policy. As a condition of employment, MTS employees must submit to chemical tests for dangerous drugs and/or alcohol. Applicants are tested prior to employment. Applicant and employee test results are released to MTS management. Testing positive, refusing to submit to drug and/or alcohol testing, or otherwise violating the Substance Abuse Policy results in immediate termination of employment. You are responsible for reading MTS's Substance Abuse Policy in its entirety.

Dress Code

MTS employees are required to keep their hair length above the collar if male or tucked neatly away if female. All beards (unless prohibited in certain gas fields) are to be kept neat and trim. In some cases, MTS employees are required to wear long pants, a work vest, a hard hat, safety glasses, and steel-toed shoes. The work vest, hard hat and safety glasses are provided by MTS. Employees will always be aware that they are representing our company to the oilfield by the way they act, dress, and talk. Daily showers and good personal hygiene are required. Excessive tattoos, ragged clothes, short cut-offs, sleeveless "muscle" shirts, etc. are prohibited. Closed-toe rubber soled shoes and shirts shall be worn at all times. Steel toed shoes must also have rubber soles. Washers

and dryers are available on the vessel to keep clothes clean and presentable. Expensive watches and jewelry should be left at home. MTS takes no responsibility for damage, loss, or theft of these items. Further, jewelry presents a safety hazard which can get caught in machinery. Absolutely no earrings or body piercing objects are to be worn at any time.

Other

- * No experience in vessel work is necessary for deckhands. Mates must have a 100 Ton Masters License and a FCC Marine Radio Operator Permit, but need not have any crew boat experience. New vessel employees are required to attend classes for vessel orientation, safety, and environmental training prior to your first vessel assignment. MTS provides these classes free of charge.
- * Adherence to safety and environmental rules is paramount.
- * Food, towels, linens, and pillows are provided. You are responsible for your personal clothing, toiletries, medications, cigarettes, etc. MTS is not responsible for damage, loss, or theft of any of your personal belongings—leave your valuables at home.
- * Smoking is not allowed inside MTS buildings, vessels, or vehicles.
- * Separate sleeping quarters for each crew member are not available on all vessels. You may be required to share a bunkroom with another crew member of the same sex.
- * Parking is available at the MTS office in Panama City for those who are on duty. Do not park alongside the building. Vehicles are left at the owner's risk, however, as there is no parking attendant or security guard. Note: the parking lot is susceptible to flooding.
- * Please notify your friends and relatives that you can only be reached for **emergencies** during your 14 day hitch. MTS is not an answering service for its employees, however, it does forward emergency messages to your vessel as soon as possible. Also, when your duties are complete, your captain may grant you permission to use a phone for personal calls. You are not to receive visitors while on duty.
- * The captain of the vessel to which you are assigned will be your supervisor and mentor. He/she has years of experience and has proven himself/herself a leader to MTS. Office management is available to discuss any work related problems you are having if your captain is unable to help you.

If you are interested in working for one of the most respected boat operators in the oil field today, and would like to work with people that have a common goal and a feeling of accomplishment, fill out the following application and return it to our office. Your application will be screened and given serious consideration. If you are selected to be an MTS employee, our personnel manager will contact you when the next job position in your category becomes available.

**Return applications in person or by mail or fax.
MTS cannot accept applications by email.**

**Marine Transportation Services, Inc.
3830 Frankford Avenue,
Panama City, FL 32405**

Fax 850-785-0447

Marine Transportation Services, Inc. (“MTS”)

3830 Frankford Avenue, Panama City, FL 32405

phone 850-769-1459 • fax 850-785-0447

Application For Employment

(Please Print or Type)

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.

Position Applied For: _____ **Date:** _____

I. Personal Information

Name: Last _____ First _____ Middle _____

Present Address _____

Permanent Address (if different than above) _____

Social Security Number _____ Place of Birth _____

Telephone Number _____ Driver's License Number _____ State _____

1. Please list any prior names: _____

2. Have you ever worked for MTS? Yes [] No [] If yes, when? _____

3. Do you have any friends or relatives who are or have been employed by MTS?

4. How were you referred to MTS? _____

5. Have you ever been convicted of a crime, including adjudication withheld? Yes [] No []

If yes, please explain: _____

6. Have you ever failed or refused a DOT drug or alcohol test? Yes [] No []

II. Educational History

	School Name/Location	Years Completed	Degree/Diploma
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High School	_____		
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Other	_____		
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III. Employment Record *Please include all employment for the last five years, starting with the current or most recent employer. Use a separate sheet to list additional employers, if necessary.*

1. _____
Company Name Position Held

Address Dates Employed: _____
From To

Manager / Supervisor Telephone Wage/Salary

Reason For Leaving

2. _____
Company Name Position Held

Address Dates Employed: _____
From To

Manager / Supervisor Telephone Wage/Salary

Reason For Leaving

3. _____
Company Name Position Held

Address Dates Employed: _____
From To

Manager / Supervisor Telephone Wage/Salary

Reason For Leaving

4. If currently employed, may we call your employer? Yes [] No []

5. Are you a veteran of the U.S. Military Service? Yes [] No []

If yes, what branch of Service? _____ Rank? _____

Dates: Active Duty, from? _____ to? _____ Discharge? _____

Present membership in National Guard or Reserves? Yes [] No []

IV. References *Please do not include relatives or former employers.*

1. _____
Name Years Known

Address Telephone

Occupation

2. _____
Name Years Known

Address Telephone

Occupation

3. _____
Name Years Known

Address Telephone

Occupation

V. Work Availability

If your application receives favorable consideration, when will you be available to begin work?

VI. Consent and Acknowledgment

Please read this section carefully and acknowledge your understanding by signing your name in the space below.

1. Consent To Conduct Background Investigation

As a condition of and in consideration for MTS's consideration of this application, I give permission to MTS to investigate my personal and employment history. I understand that this background investigation will include, but not be limited to, verification of all information on this application, as well as interviews with past employers. I further give permission to MTS to conduct this investigation and to discuss the results of this investigation in connection with my application for employment. _____(initials)

2. Consent To Contact Past Employers

I give permission to MTS to contact all employers listed in this application for references. I further give permission to all current or previous employers and/or managers or supervisors to discuss my relevant personal and employment history with MTS, consent to the release of such information orally or in writing, and hereby release them from all liability and agree not to sue them for defamation or other claims based upon any statements they make to any representative of MTS. I further waive all rights I may have under state law to receive a copy of any written statement provided by any of my former employers to MTS. I further agree to indemnify all past employers for any liability they may incur because of their reliance upon this release. _____(initials)

3. Consent To Contact Government Agencies

I give permission to any agent, attorney or representative of MTS to receive a copy of any information obtained in the file of any federal, state or local court, governmental agency, law enforcement agency or investigator concerning or relating to me. I further consent to the release of such information and waive any right under state law concerning notification of the request for a release of such information. In the event a state law does not provide for prospective employers to have access to information, I hereby delegate MTS as my agent for receipt of information. I understand that the scope of this investigation will be limited to criminal and/or civil records that relate to my honesty, integrity and/or abilities. _____(initials)

4. Falsification Statement

I understand that any falsification or willful omission of fact made in this application or in connection with any background investigation may be sufficient grounds for rejection of this application, or, if discovered after an offer of employment, for immediate dismissal. _____(initials)

5. Policy Changes

I understand and agree that all policies, procedures, handbooks and manuals may be modified, amended, or deleted by MTS with or without notice to me. _____(initials)

6. Employment “At Will”

I understand and agree that MTS policies and procedures are not intended to be a contract of employment nor do they give me a right of continued employment; and that my employment may be terminated at my option or at the option of MTS with or without notice by either party. In consideration of my employment, I agree to conform to the rules and regulations of MTS, and my employment and compensation is “at will” in that they can be terminated with or without cause, and with or without notice, at any time, at the option of either MTS or myself, except as otherwise provided by law. I understand that no manager or representative of MTS has authority to enter into any agreement for employment for any specified period of time or to make any agreement or contract to the foregoing, and that any promises to the contrary will be relied upon by me only if they are in writing and signed by a corporate officer of MTS. I understand that no employee or officer or agent of MTS may bind it by oral or printed statements, including handbooks, manuals, benefit books, or bulletins, etc., contrary to the above. _____(initials)

7. Notice Of 90-Day Probationary Period

I understand that, if hired, I will be placed on a 90-day probationary period. I further understand that if I am terminated for unsatisfactory work performance within the 90-day probationary period, the employer may seek to contest any unemployment benefit I might attempt to obtain as a result of my termination. _____(initials)

8. Acknowledgement of Substance Abuse Policy and Tests for Drugs and/or Alcohol

I hereby certify that I have read the Substance Abuse Policy and that I must comply with its provisions as a condition of my employment with MTS. I am required to submit to chemical testing as part of the pre-employment process. In addition, I understand that all MTS employees are subject to random, post-accident, return to duty and reasonable cause chemical tests for evidence of dangerous drug or alcohol use. I understand that if I should at any time decline to submit to drug and/or alcohol testing or am otherwise found to be in violation of MTS’s Substance Abuse Policy, my employment will terminate and law enforcement authorities will be notified as required.
_____ (initials)

9. Ability To Perform Job Tasks

I understand that I must be physically able to perform the tasks mentioned in the preceding NOTICE in order to protect my own health and safety as well as that of everyone on and near an MTS vessel. I understand that I may be required to complete a post-job offer medical history questionnaire and/or undergo a medical examination after a conditional offer of employment has been made.
_____ (initials)

10. Employment Eligibility Verification

I understand that federal regulations require that all applicants must complete and sign Federal Form I-9, Employment Eligibility Verification Form, before becoming employed. I also understand that all applicants who are hired need to present documents of identity and eligibility to work in the United States. _____ (initials)

11. Security Checks

I understand that MTS, as well as any Charterer or U.S. Customs Agent, has the right to inspect all packages, parcels, bunkrooms, closets, etc., carried or used by me while entering, leaving, or staying on MTS premises, vehicles, vessels, etc. _____ (initials)

12. Release Of Medical Records

Should I be hired by MTS, I hereby authorize the release of my medical records as they relate to my ability to perform work now and in the future. This release is limited to MTS managers and claims managers working for MTS. _____ (initials)

I certify that all of the statements made by me on this application for employment are true, correct, and complete to the best of my knowledge.

Date: _____

Signature: _____

If you have worked for a DOT employer, you must complete the top section of this form.

REQUEST/CONSENT FOR INFORMATION FROM PREVIOUS EMPLOYER(S) REGARDING DOT AND/OR HOMELAND SECURITY ALCOHOL AND CONTROLLED SUBSTANCES TESTING

I, _____, _____/_____/_____, _____-_____-_____,
print full name *date of birth* *social security number*

am an applicant for a position with Marine Transportation Services, Inc. ("MTS"), a company regulated by the United States Department of Transportation ("DOT") as well as the Department of Homeland Security ("HS"). In accordance with 49 CFR Part 40, I hereby authorize my previous employers, within the past two years from the date of this authorization, to release, forward, and provide information on any DOT or HS alcohol and /or drug test records.

applicant signature *date*

TO BE COMPLETED BY PREVIOUS EMPLOYER (RE: DOT AND/OR HS DRUG AND ALCOHOL TESTS ONLY)

1. Has the person named above ever been tested for drugs or alcohol at your Company?
Yes _____ No _____
2. Has the person named above ever tested positive for drugs or alcohol while performing a safety sensitive function at your Company? Yes _____ No _____
3. Has the person named above ever refused to submit to a drug or alcohol test while working at your Company? Yes _____ No _____
4. If the person named above has participated in a SAP review/or rehab, please provide copies of reports and return to duty follow up test.

Completed By: _____
print name *signature* *date*

Company Name: _____ Location: _____

*MTS thanks you for helping us maintain safe transportation aboard our vessels!
Please return this form to MTS by fax 850-785-0447.*

