**Bay Ship and Yacht Employment Application**

The following are instructions for completing Bay Ship & Yacht’s Employment Application. At times, the interface between our on-line application and our applicant tracking system has not gone smoothly. Hence, these are the recommendations one should follow until the glitch is repaired. Thank you for your understanding.

**Instructions:**

* Once the application is emailed to you,
	+ **Please print it,**
	+ **Fill it out completely,**
	+ **Proofread it** to ensure you filled it out completely,
	+ Make any necessary edits or corrections, and then
	+ **Return it to the Recruiter.**
	+ This can be done a number of ways. Applicants most commonly:
		- Scan it and email it back to the recruiter,
		- Drop it off at Bay Ship & Yacht (With the Main Gate guard or in the Main Office),
		- Store the completed application on a memory stick or thumb drive, and then
		- Hand it off to the Recruiter or Receptionist to download
		- Visit a Fedex, Kinkos, Office Depot store, or other business service, and ask them
			* To Download and email the file and email it to your recruiter
			* There may be a slight charge for this service
* Once delivered to the Bay Ship representative,
	+ **Confirm that the representative has received it** prior to discarding.

Thank you!