

# Completing SSG's Online Application

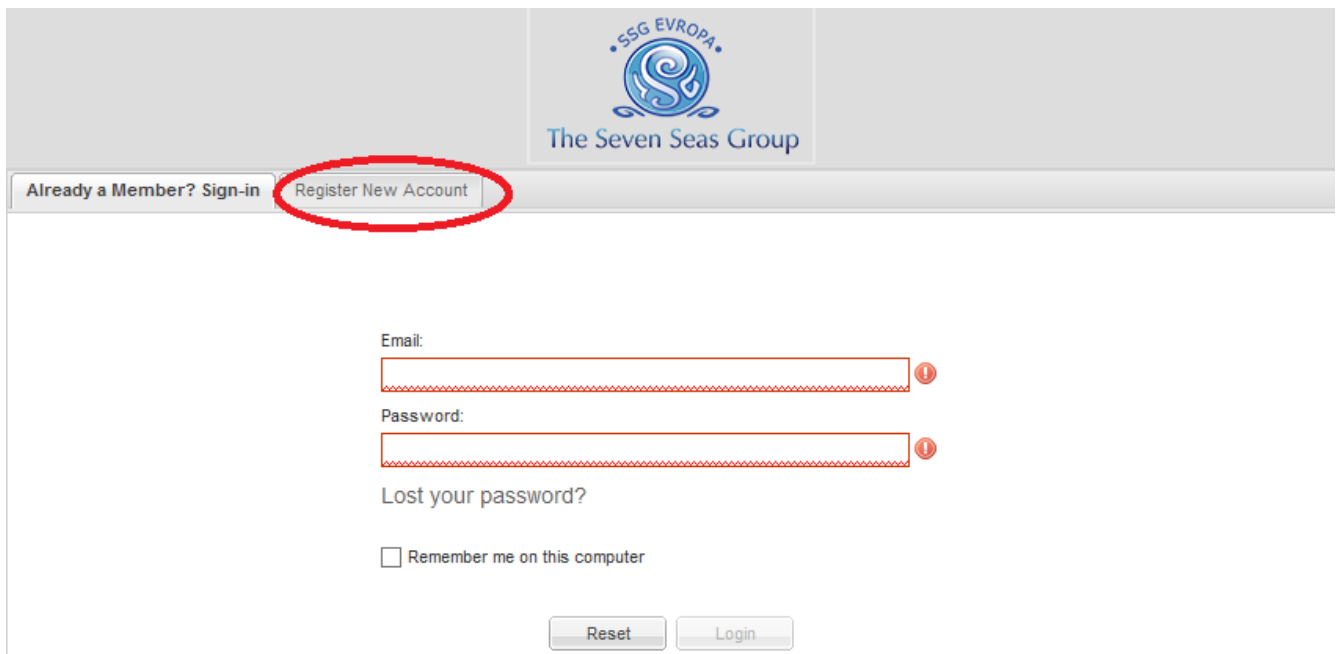
## Step by Step

SSG's online application has a better performance when using Mozilla Firefox. If your pc does not have Mozilla Firefox browser, go to <https://www.mozilla.org/en-US/firefox/new/> to download it before starting your online application.

### Step 1

#### Register New Account

Once you have verified and ensure your pc has Mozilla Firefox, go to <http://thesevenseasgroup.info/> and Click in Register New Account to start with it. It will take you automatically to a new screen.



SSG EVROPA  
The Seven Seas Group

Already a Member? Sign-in Register New Account

Email:

Password:

Lost your password?

☐ Remember me on this computer

Reset Login

## Step 2

### Register New Account

1. Complete all personal Information exactly as shown on your National ID or passport *(add all Names and last names)*. If you have a passport, please use this document instead of the National ID. Then continue with Nationality information.
2. A skype ID is required to continue with registration. If you do not have an skype account, please visit <https://login.skype.com/account/signup-form> to create an account.

Already a Member? Sign-in

Register New Account

Personal information

The names should be written exactly as shown in your passport or National Id

First name \* :

Middle name:

Last names \* :

Identification Type \* :

Identification Number \* :

Birth date \* :

Date Format: yyyy-mm-dd

Gender \* :

Information on nationality

If your country does not appear on the country of resident list, we are unfortunately unable to continue with your application

Country of residence \* :

Region or State or Province of residence \* :

City of residence \* :

Country of origin (nationality) \* :

User information

Skype ID \* :


It is necessary for some interviews

Email Address \* :

Repeat Email Address \* :

Activation link will be sent to this email!

If you do not have a SKYPE ID, please create an account by clicking on the link below before continuing your application



## Step 3

### Register New Account

1. An active email address where you receive messages is required, if you do not have one, please create an email account before continuing with registration. Our registration emails often go to the Spam folder in your email; therefore, always check for email in the Spam folder.
2. Create a password at least 8 characters long, combined of uppercase and lowercase letters and number as per the instructions.
3. If you have been referred to complete the online application, please select the name of the Recruiter who referred you; otherwise please leave blank.
4. Complete registration by adding text shown on the picture in the Type the text box.

User information

Skype ID \* :  
  
It is necessary for some interviews


Email Address \* :  
  
**Activation link will be sent to this email!**

Create a strong password with at least 8 characters. Chose a combination of uppercase and lowercase letters and numbers.  
Password \* :

Repeat password \* :

If you have been referred by one of our Recruiters part of The Seven Seas Group Network, please select the name of the person who has referred you:


If you do not have a SKYPE ID, please create an account by clicking on the link below before continuing your application



Repeat Email Address \* :

1014

Type the text  
  
[Privacy & Terms](#)



**Create a strong password with at least 8 characters. Chose a combination of uppercase and lowercase letters and numbers.**

Password \* :

Repeat password \* :

**If you have been referred by one of our Recruiters part of The Seven Seas Group Network, please select the name of the person who has referred you:**

CHRISTIANE GEBERT

ALEJANDRO ALVAREZ

ALVARO ORTIZ FERNANDEZ

ANA JOSE DE PABLOS PARRA

ANGEL FABIO LUISI CARRASCO

CARLOS PEREIRA JORGE

CARMEN FERNANDEZ

CHRISTIANE GEBERT

CLAUDIA MARIN

CLAUDIA MENDEZ ROJAS

☒ DANIELLE HITCHENSTRAVER

☒ FRANZISKA GRAU

☒ GUILLERMO MARIN


☒ GUILLERMO ORTIZ

☒ IRMA GELEUNS

☒ JORGE FLOREZ

8615

[Privacy & Terms](#)



The Seven Seas Group/SSG Evropa I understand that I am allowing them to share all of my information herein to any of its partner search in the position(s) I will apply for, or other positions I may be suited in, as suggested by The Seven Seas companies.

I have read and I agree to the terms and conditions.

## Step 4

### Register New Account

1. Click on the small squares to confirm that you accept SSG's Terms and Conditions and to review and accept Law 15/99 on the Protection of Personal Data.
2. Register bottom will open to continue. At this time an email with registration link will be sent to the email added to the registration. Remember to check the Spam folder in your email to look for this registration email.

- ☒ By registering with The Seven Seas Group/SSG Evropa I understand that I am allowing them to share all of my information herein to any of its partner companies for the sole purpose of a job search in the position(s) I will apply for, or other positions I may be suited in, as suggested by The Seven Seas Group/SSG Evropa and/or its partner companies.
- ☒ I declare that I have read and understood the terms and conditions.

**Law 15/99 on the Protection of Personal Data**

In compliance with Law 15/ 99 on the Protection of Personal Data, that personal data provided on this online application and the person concerned gives this company whose owner is SEVEN SEAS RECRUITMENT SERVICE SL CIF B76158310 of Spain and with registered address at Calle Cirilo Amoros, 90 Piso 1ro , Pta 4 ( 46004 - Valencia) Spain, in order to qualify for a staff selection for placement with its partner companies. These companies can be domestic or foreign.

Online application and uploaded data will be kept for an undefined time, then proceeding to its destruction.

You may exercise your rights to access, rectify, opposition and cancel of the information provided by sending an email to [jflores@ssg.eu.com](mailto:jflores@ssg.eu.com) or by sending via post mail a request letter if you are in Europe to Seven Seas Recruitment Services SL with address in Calle Cirilo Amoros, 90 Piso 1ro , Pta 4 ( 46004 - Valencia) Spain , If you are located in South America to The Seven Seas Group with address Calle 59 # 6-36 Ofc 403 , Bogota, Colombia or if located in North America to The Seven Seas Group with address at PO Box 530712, Miami, Florida 33153 attaching a copy of your ID .

Reset

Register

## Step 5

### Register New Account

Below is a sample of the e-mail you will receive right after registering. To activate your account in the application. You have 2 options: to click on the words, [click here](#) or to [copy/paste the link into the browser's address bar](#).

## Account Details for Christopher at The Seven Seas Group



The Seven Seas Group (info@thesevenseasgroup.info) [Add to contacts](#) 8:39 PM |  
To: clamenro@hotmail.com ✉

Hello Christopher,

Thank you for registering with The Seven Seas Group.

Your account has been created and must be activated before you can use it.

To activate the account click on the following link

Click [here](#)

or copy the following link into your browser's address bar:

[thesevenseasgroup.info/activate/cc2f921183246ded3fffa2d2b2a7dabb/](http://thesevenseasgroup.info/activate/cc2f921183246ded3fffa2d2b2a7dabb/)

After your activation is completed you may login to <http://thesevenseasgroup.info/> using this email address and your password.

We thank you for your interest in joining us.

Sincerely,


**The Seven Seas Group**

Strategic Hiring Partners for Royal Caribbean Cruises Ltd &

Hiring Partners for Norwegian Cruise Line

Phone: +1 305 600 2408Â (Miami) +57 1 704 0028 (Bogota)

Activation will be confirmed with the following message:



**Congratulations!**

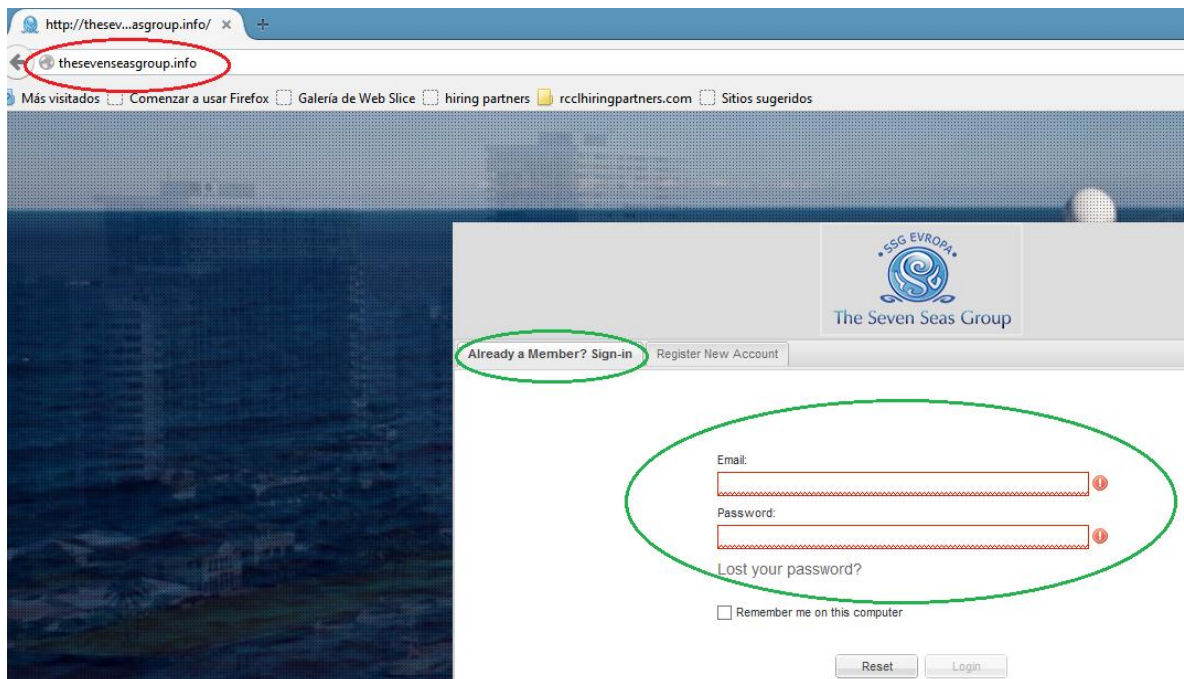
Your account is now active and you may continue with your application process.

[Log in »](#)

## Step 6

### Register New Account

1. Once your account is registered and confirmed, you may go back in to <http://thesevenseasgroup.info> and click on the option Already a Member? Sign-in. To log in you must use the email and password exactly as entered in the registration sheet (Step 3).
2. If you happen to forget your password, you can recover it here by selecting Lost your password? You must know the email address added to the registration sheet (Step 3).
3. Once you have been granted access to the online application, you get to start completing your application. Go to Step 7.



The screenshot shows a web browser window with the address bar displaying <http://thesevenseasgroup.info>. The browser's address bar and the website's URL are circled in red. The website's header features the logo for "SSG EVROPA The Seven Seas Group". Below the logo, there are two buttons: "Already a Member? Sign-in" (circled in green) and "Register New Account". The main content area contains a login form with the following elements:

- An "Email:" label followed by a text input field (circled in green).
- A "Password:" label followed by a text input field (circled in green).
- A "Lost your password?" link.
- A checkbox labeled "Remember me on this computer".
- "Reset" and "Login" buttons at the bottom.

## Step 7

### Profile

1. On your left you will see a list of items to complete, which show Yellow ● or red ● dots when forms are partially completed or not completed at all. These dots will turn green once you have completed all required information requested in each of the items.
2. Your Online application will not be submitted to a Recruiter unless all Dots are color Green ● .

3. Click on profile to upload your National ID or passport and your signature.
4. Upload identification scanned and select scan saved in your pc or external drive/memory. **Very important to have the scanned copy of your passport or National ID in PDF format in a file not bigger than 1MB.** If you upload your National ID and it has information for both sides you need to scan both of them.



Menu

Required Forms

Profile

Personal Information

The names should be written exactly as shown in your passport or National Id

First name \* : CHRISTOPHER

Middle name : ANDRES

Last names \* : NAVARRO ORTIZ

Maiden or other name:

Identification Type \* : Passport

Identification Number: BD84554206

Birth date \* : 1989-10-11

Gender \* : Male

Please upload your identification scanned:  
Select your PDF document (1MB max.)

Information on nationality

Country of residence \* : Colombia

Region or State or Province of residence \* : CUNDINAMARCA

City of residence \* : BOGOTA

Country of origin (nationality) \* : Colombia

User information

Email Address \* : CLAMENRO@HOTMAIL.COM

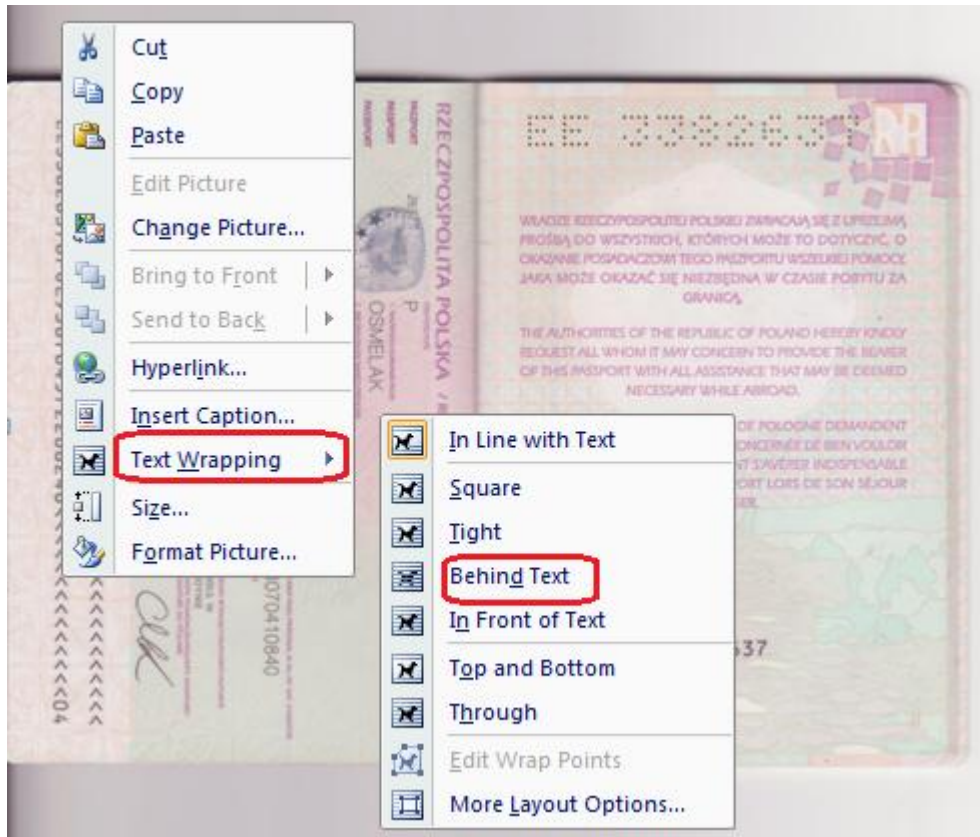
Repeat Email Address \* : CLAMENRO@HOTMAIL.COM

Skype ID \* : CHRISANDY

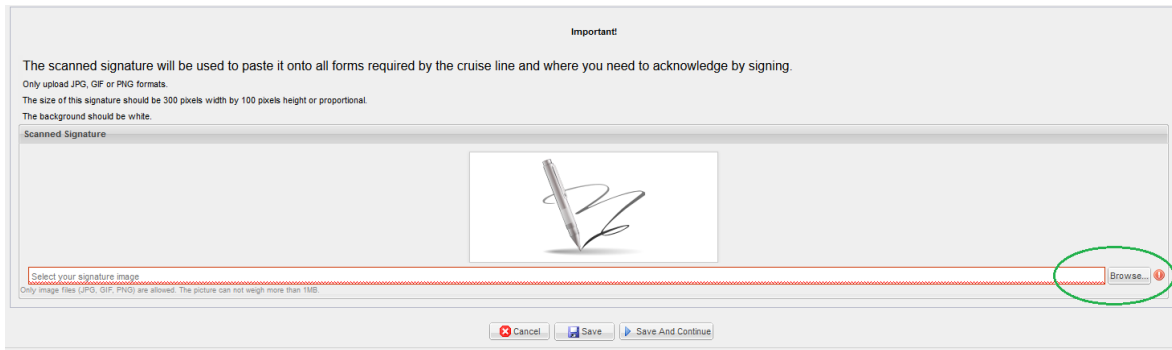
It is necessary for some interviews

5. If you get your ID scanned into an image and not in PDF, paste the Image in Microsoft word, give right click on the image and select the option :

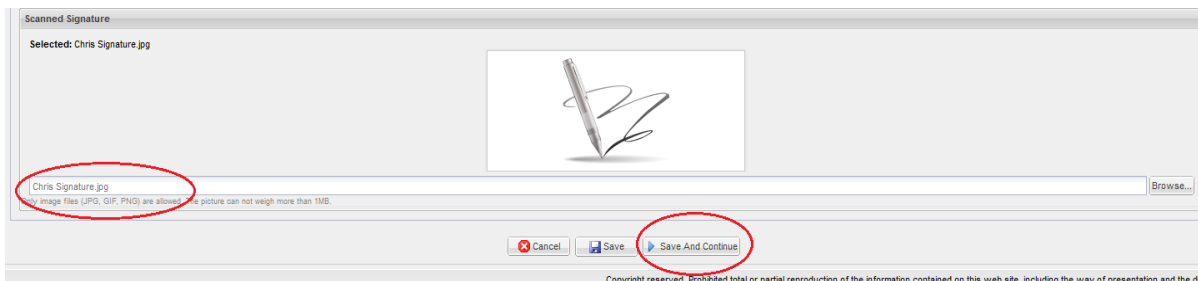
- Adjust Text (Ajuste de Texto)
- Then Behind the text (Detrás del Texto).
- Resize the image if necessary and relocated it on the page.
- Then click file (Archivo)
- Save as, will give you the option in type of file to choose **PDF** and save it.
- Once your ID is ready in PDF; upload it to the Application.



6. Uploading your signature, which it is required in many of the forms to present you to the cruise line for final interview it is mandatory in the online application in order to continue.
7. The signature must be scanned in JPG, GIF or PNG formats.
8. The size of the signature should be 300 pixels width by 100 pixels height or proportional. Max size cannot be bigger than 1MB in size of the file.
9. Background of the scanned signature should be plain white.
10. Browse for signature scanned and select scan saved in your pc or external drive/memory and upload.



11. If you encounter problems with uploading ID/passport and Signature; it must have to do with the format and size of these two items. Please note that applications will be rejected if ID/passport and signature is not legible.
12. Click save and continue.
13. The Profile icon should be completed and turn green ● , now you can start with the Personal information.



## Step 8

### Personal Information

1. Upload a picture in JPG, GIF or PNG format. The photo file size has to be less than 1MB.

Menu

Resume Preview

Personal Information

Required Forms

- Profile
- Personal Information**
- Work Experience
- Educational
- Languages
- Technical Skills
- Position Desired
- Personal References
- Policies & Conditions
- Prescreening Questions

Optional Forms

Images

Important! Please see the examples in the help icon (?), before upload your picture

Headshot Photo

Select your headshot image

Only image files (JPG, GIF, PNG) are allowed. The picture can not weigh more than 1MB.

Browse...

General Information

Current Address

Country code, Indicative, Home Telephone \*

Country code, Indicative, Cellular Telephone \*

Country code, Indicative, Work Telephone:

May we contact you in confidence at work? \*

Yes No

Address (Number & Street) \*

Country of residence :

City of residence :

BOGOTA

How Long At This Address?

From \*

To:

Date Format: yyyy-mm-dd

Date Format: yyyy-mm-dd

2. Review the help option to upload photo.

Make sure the photo presents the full head from the top of the hair to the bottom of the chin

Center the head with the frame

The person in the photo should have a neutral expression and be facing the camera

**Paper Photo Head Size Template**

Photo Composition Template

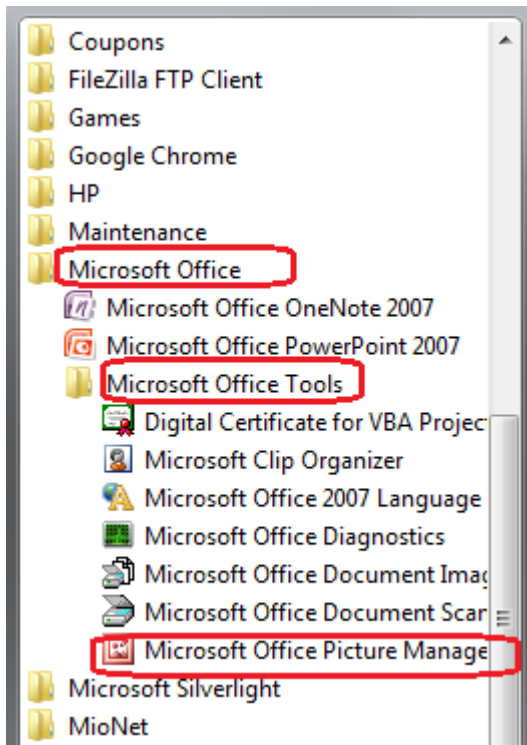
Photo must be 2 inches by 2 inches

The height of the head (top of hair to bottom of chin) should measure 1 inch to 1 3/8 inches (25 mm - 35 mm)

Make sure the eye height is between 1 1/8 inches to 1 3/8 inches (28 mm - 35 mm) from the bottom of the photo

3. Follow the instructions below to help you in generating the right size of picture to upload. You may also use this help to ensure an good quality and size of the signature uploaded:

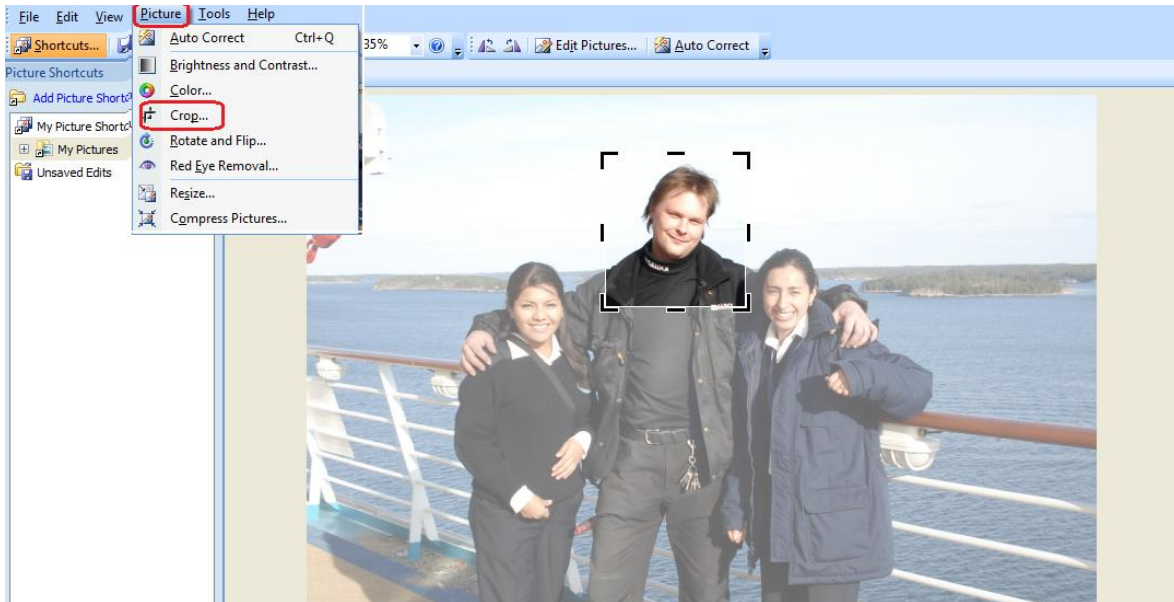
- a. Copy the picture that is already in image and open in programs Microsoft office, Tools for Microsoft office 20120, then Microsoft Picture Manager.



- b. Open the Microsoft Picture Manager. Then copy the picture that you want to edit and resize.



- c. Go to Image, resize, it will give you the option to select the image you want to have for your picture. Just select the desire face like in the following print screen.

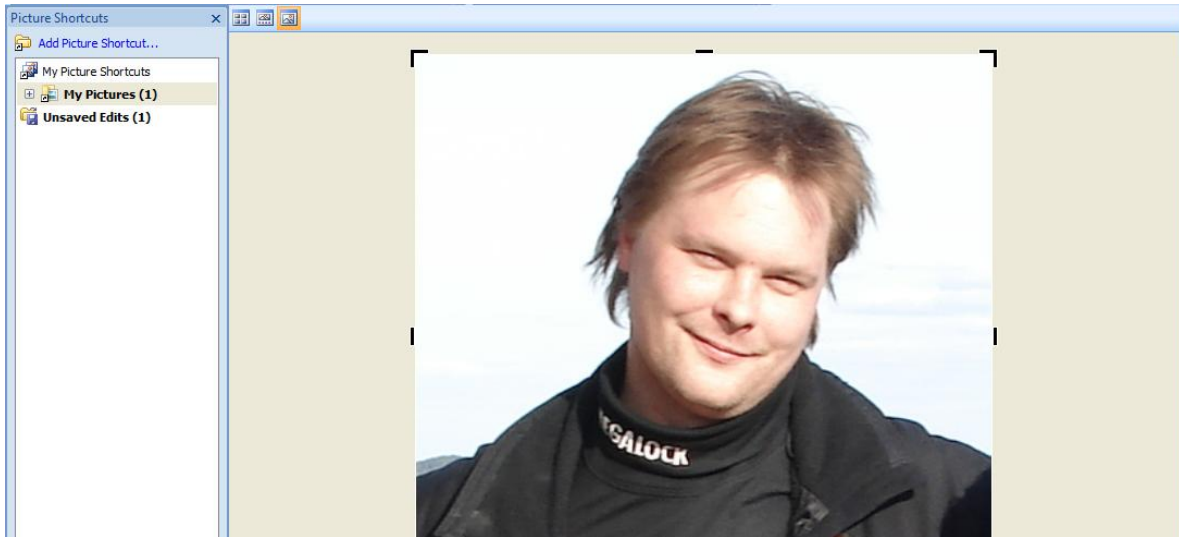


- d. Do the corresponding settings you want pixels, size, etc and then click OK.

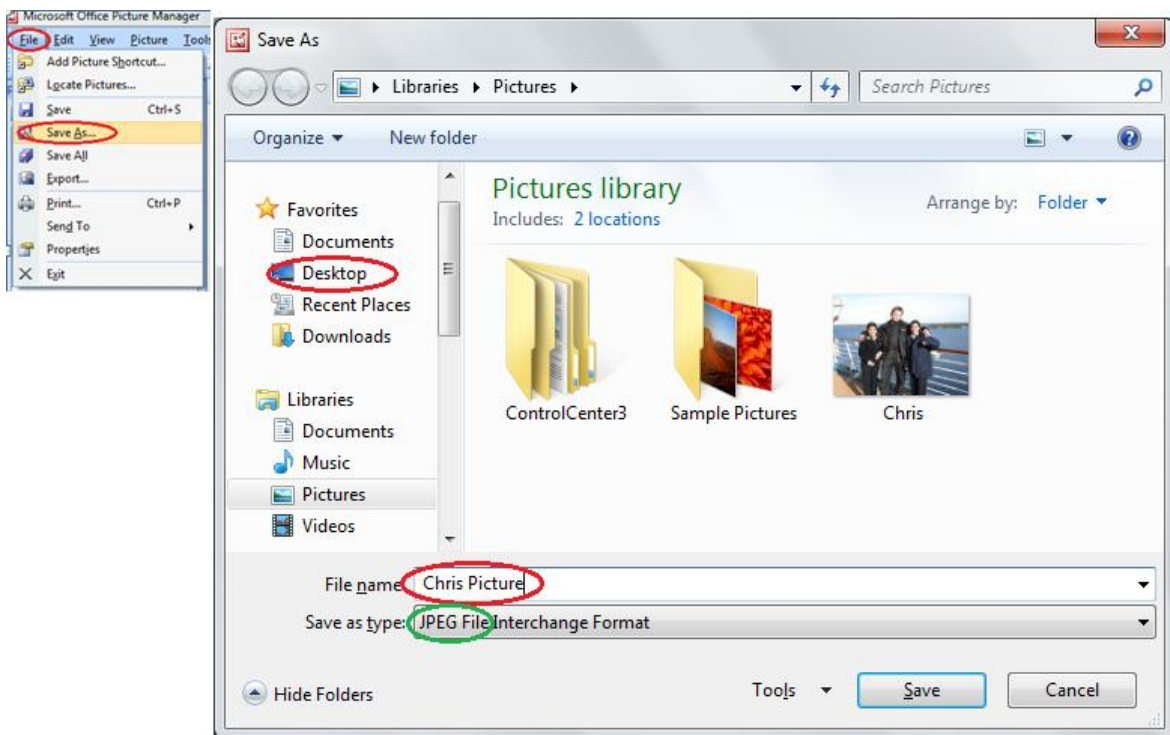




e. Picture ready to be saved and to upload in the online application.



f. Named the file and make sure you save it in the suggested format (JPG, GIF or PNG).



9. Upload your picture from the file you saved in your pc or external memory.

Menu << Resume Preview Personal Information

Required Forms

- Profile
- Personal Information
- Work Experience
- Educational
- Languages
- Technical Skills
- Position Desired
- Personal References
- Policies & Conditions
- Prescreening Questions

Optional Forms +

Images

Important! Please see the examples in the help icon (?), before upload your picture

Headshot Photo

Selected: Chris Picture.jpg

Chris Picture.jpg

Browse...

Only image files (JPG, GIF, PNG) are allowed. The picture can't weigh more than 1MB.

General Information

Current Address

## Step 9

1. Continue the application with general information entering your contact details.

Resume Preview Personal Information

General Information

Current Address

Country code, Indicative, Home Telephone \* : 57 1 7040028

Country code, Indicative, Cellular Telephone \* : 57 1 3125936617

Country code, Indicative, Work Telephone: 57 1 7040028

May we contact you in confidence at work? \* ☐ Yes ☒ No

Address (Number & Street) \* : CLL 59 # 6-36

Country of residence : Colombia

City of residence : BOGOTA

How Long At This Address?

From \* : 2001-01-01 To: 2014-08-31

Date Format: yyyy-mm-dd Date Format: yyyy-mm-dd

Previous Address

Address (Number & Street): CLL 34 #13 - 96

Country of residence : Colombia

Region or State or Province of residence : City of residence : Zip Code (Postal code):

2. As part of your general information you need to provide and airport close to your home where the company possible can flight you If the first airport does not apply to all three possible airport, then you will manually have to add in each field.



Cruise Lines may not provide flights from/to your home airport; therefore, we ask you to select three airports, which will be the closest to your hometown (#1 being your home airport). In some cases you may have to pay for your flight to get to the closest airport. Airport where you will be flown from/to may be determined by the position you are qualified for and the cruise line.

The screenshot shows a web form titled "Personal Information" with a tab labeled "Resume Preview". A red circle highlights the "Home Airport 1" dropdown menu, which is set to "Bogota - El Dorado Intl (BOG)". Below this, there are three more dropdown menus for "Home Airport 2" and "Home Airport 3", both also set to "Bogota - El Dorado Intl (BOG)". Further down, there are input fields for "Marital Status" (set to "SINGLE"), "Height (Inches)" (70), "Hair Color" (BROWN), "Weight (Pounds)" (132), "Eyes Color" (BROWN), and "Date Of Last Physical Exam" (2013-05-13). A red "Important!" message is displayed at the top of the form area.

Important!

Cruise Lines may not provide flights from/to your home airport; therefore, we ask you to select three airports, which will be the closest to your hometown (#1 being your home airport). In some cases you may have to pay for your flight to get to the closest airport. Airport where you will be flown from/to may be determined by the position you are qualified for and the cruise line.

Home Airport 1 \* : Bogota - El Dorado Intl (BOG) X v

Home Airport 2 \* : Bogota - El Dorado Intl (BOG) X v

Home Airport 3 \* : Bogota - El Dorado Intl (BOG) X v

Marital Status \* : SINGLE

Height (Inches) \* : 70

Hair Color \* : BROWN

Weight (Pounds) \* : 132

Eyes Color \* : BROWN

Date Of Last Physical Exam \* : 2013-05-13

3. Continue completing the rest of the application by entering:

- Father's Information, Mother's information
- Emergency contacts
- If you have been convicted: No or Yes, if yes, make a note.
- Military Service: No or Yes, if yes complete dates and rank.
- Click save and continue, if it doesn't allow you to continue is because you missed a field to complete and will indicate you with a red color the missing fields. If all is good you will be taken to the next point and Personal Information will turn green ●.

Have you ever been convicted of a crime including DUI (Driving Under the Influence), suspended license, etc other than a minor traffic violation? \* :

☐ Yes ☒ No

NOTE: A conviction record will not necessarily disqualify applicants from employment.

Military Service

Military Service? \* :

☐ Yes ☒ No

From \* : To \* : Rank / Status \* :

Date Format: yyyy-mm-dd Date Format: yyyy-mm-dd

Copyright reserved. Prohibited total or partial reproduction of the information contained on this web site, including the way of presentation and the data

## Step 10

### Work Experience

1. Royal Caribbean Cruises History, if yes completes the corresponding and the same if you have relatives.
2. Norwegian Cruise Line History: Same as Royal complete all the questions and click on save.

Resume Preview ☒ Work Experience [X]

Royal Caribbean Cruises History

Have you previously worked for Azamara, Celebrity, Royal Caribbean International or Pullmantur? \* :

☐ Yes ☒ No

Position: From: To:

Employee Id#:

Do you have any relatives employed by Royal Caribbean Cruises Ltd.? \* :

☐ Yes ☒ No

Name Of Individual: Relationship: Position:

Employee Id#:

Norwegian Cruise Line History

Have you previously applied for employment with Norwegian Cruise Line (Bahamas) Ltd. or its Affiliates? \* :

☐ Yes ☒ No

3. Start adding all your work experience by clicking Add item to open screen and to complete all the information.

Work Experience

Please ensure that ALL of your employment history is added to this section regardless of the experience in relation to the position(s) you may be applying for.

**Add Item**

Employer	Ending Position	Employment Start Date:	Employment End Date	Actions
----------	-----------------	------------------------	---------------------	---------

- When you add each work experience, you will first be asked if you did work onboard a Cruise line before. If yes choose the name and **upload your last Evaluation from the Cruise line**. Very important to have it and in case you don't, you would need to provide a document that let us know that you are able to be rehired by that cruise line.

Resume Preview | Work Experience | **Work Experience - Add item**

Is this employment with a cruise line? ☒ Yes ☐ No

Cruise Line:

Do you consider yourself eligible to return to work onboard your previous cruise line? ☒ Yes ☐ No

Can you provide us with your last performance evaluation?  
Select your PDF document (1MB max.)

- Enter all the Employer information.
- Ensure that you have email contact details for each employer, as references will be verified directly with them. You will have the option to opt out from sending email reference to your current employer.

http://thesev...up.info/main

thesevasegroup.info/main

Más visitados | Comenzar a usar Firefox | Galería de Web Slice | hiring partners | rcclhiringpartners.com | Sitios sugeridos

Logout 06/08/2014 10:56:52 am

Menu

- Required Forms
  - Profile
  - Personal Information
  - Work Experience
  - Educational
  - Languages
  - Technical Skills
  - Position Desired
  - Personal References
  - Policies & Conditions
  - Prescreening Questions
- Optional Forms

Employer Information

Employer:

Employer Email:   
This reference will be validated by the owner of this email

Nature Of Business:

Employer Address (Number & Street, City, State, Zip):

Country code, Indicative, Phone Number:

Supervisor:

Supervisor Title:

Supervisor Department:

Select language:

Work Information

Starting Position:

Starting Salary (Monthly USD):

Employment Start Date:   
Date Format: yyyy-mm-dd

Ending Position:

Ending Salary (Monthly USD):

Employment End Date:   
Date Format: yyyy-mm-dd

Do you authorize the sending of an email to the employer to validate this experience? ☒ Yes ☐ No

At present? ☒ Yes ☐ No

Full-Time ☒ Part-Time ☐

Cancel Save

Copyright reserved. Prohibited total or partial reproduction of the information contained on this web site, including the way of presentation and the data research.

7. Add all each of the duties at each employment by clicking in the little arrow on the right side and add as many as you can in a brief description. Press enter each time you finish entering description of duties. Save it. You will get a message saying that an e-mail will be sent to the employer you just added requesting to complete a reference form for you.

Brief Description Of Your Duties \* :

OFFER THE MENU AND SERVE THE CUSTOMERS	X	X
MAINTAIN THE INVENTORY OF ALL PRODUCTS SELL IN THE SHOP	X	
DAILY REPORT ABOUT SALES AND REVENUE	X	
ORGANIZE SCHEDULES FOR THE WORKERS IN THE SHOP	X	
ASSIST THE MANAGER WITH ALL DIFERENT DUTIES IF NECESSARY	X	
GIVE, KEEP AND IMPROVE THE BEST SERVICE TO OUR CUSTOMERS	X	
DEAL WITH CUSTOMERS IF REQUIRED	X	

Please write one by one your functions for this job and press ENTER after each **MAX 100 CHARACTERS FOR EACH FUNCTION**

Copyright reserved. Prohibited total or partial reproduction of the information contained on this web site, including the way of presentation

8. If you have worked in different companies, ensure all of that experience is Included on the application. Click on experience in the add item bottom and continue.
9. If all is good you will be taken to the next point and Work Experience will turn green ● .

Work Experience

Please ensure that ALL of your employment history is added to this section regardless of the experience in relation to the position(s) you may be applying for.

	Employer	Ending Position	Employment Start Date:	Employment End Date	Actions
	JUAN VALDEZ	ASSISTANT MANAGER	2012-08-01	0000-00-00	

## Step 11

### Educational section

1. Complete each of the education you have completed, including High School and upload certificates of studies, save to continue.
2. Certificate to upload must be in PDF format not larger than 1MB.

3. Save to Continue
4. If all is good you will be taken to the next point and Educational will turn green ● .

The screenshot shows a web form titled 'Information'. It contains several input fields and buttons. The 'Study Type' is a dropdown menu set to 'COLLEGE/ UNIVERSITY'. The 'Name and Address of School' is a text box containing 'SERVICIO NACIONAL DE APRENDIZAJE - SENA'. The 'From' date is '2009-01-15' and the 'To' date is '2011-12-11', both with date pickers. The 'Major Yrs. Completed' is a text box with the value '3'. The 'Degree?' section has two radio buttons, 'Yes' (selected) and 'No'. The 'Date Completed' is a text box with '2011-12-11' and a date picker. The 'Courses Studied/ Certification/ Degree' is a text box containing 'HOTEL MANAGEMENT'. Below this is a 'Photocopy' section with a text box for selecting a PDF document (1MB max.) and a 'Browse...' button. At the bottom of the form are 'Cancel' and 'Save' buttons. The 'Save' button is circled in red, as is the 'Browse...' button.

## Step 12

### Languages

1. Select and add all languages with you can speak, write and read with a level of fluency of at least intermediate .
2. Do not forget to add your mother language as an Expert.
3. Save to continue.
4. If all is good you will be taken to the next point and Languages will turn green ●

Language

Select language:

English

Speak?: ☒ Yes ☐ No

Write?: ☒ Yes ☐ No

Read?: ☒ Yes ☐ No

Proficiency Level:

☐ Beginners ☐ Intermediate ☒ Fluent ☐ Expert

Cancel Save

## Step 13

### Technical Skills

1. Complete each of the skills as asked and describe other skills if they are not mentioned in the form.
2. Save to continue.
3. If all is good you will be taken to the next point and Technical Skills will turn green ● .

Resume Preview Technical Skills (X)

Technical Skills

Typing: ☒ Yes ☐ No WPM: 15 10-Key Adding Machine: ☒ Yes ☐ No

Shorthand: ☒ Yes ☐ No Dictaphone: ☐ Yes ☒ No Fidelio: ☐ Yes ☒ No

Computers Skills

Windows: ☒ Yes ☐ No

Word: ☐ Beginners ☐ Intermediate ☒ Advanced ☐ No Excel: ☐ Beginners ☒ Intermediate ☐ Advanced ☐ No

Power Point: ☐ Beginners ☒ Intermediate ☐ Advanced ☐ No Outlook: ☐ Beginners ☐ Intermediate ☒ Advanced ☐ No

Others Skills

Cancel Save Save And Continue

## Step 14

### Position desired

1. Look for a position that best matches your work experience or if you have already prescreened and informed by the recruiter what position you are qualified for select it here.
2. Review Requirements and attributes of the position you have chosen to work onboard.
3. You will have the option to select only up to two positions that you may apply for.
4. Use the blank space for comments to describe yourself why you are good candidate for the position(s) you are applying for.
5. Next step is confirm with <yes> if you willing to WORK ONBOARD A SHIP FOR 6 TO 8 MONTHS AWAY FROM HOME, FAMILY AND FRIENDS, WORKING 10-12 HOURS A DAY, 7 DAYS PER WEEK?
6. Save to continue
7. If all is good you will be taken to the next point and Position Desired will turn green ● .

The screenshot shows a web form titled 'Position Desired' with two tabs: 'Resume Preview' and 'Position Desired'. The form is divided into two main sections: 'First position desired (Required)' and 'Second position desired (Optional)'. Each section contains fields for 'Position:', 'Job:', 'Salary desired (Monthly USD) \*', and 'Date Available \*'. The 'First position desired' section has 'Position:' set to 'BAR', 'Job:' set to 'SUPERVISORY LEVEL POSITION', 'Salary desired' set to '1800', and 'Date Available' set to '2014-10-01'. The 'Second position desired' section has 'Position:' set to 'RESTAURANT', 'Job:' set to 'OPERATIONAL LEVEL POSITION', 'Salary desired' set to '2000', and 'Date Available' set to '2014-10-01'. Both sections have radio buttons for 'Full-Time' (selected) and 'Part-Time'. To the right of each section are three buttons: 'View Functions', 'View Requirements', and 'View Attributes'. At the bottom, there is a 'Comments' section with a text area for describing interest in working onboard a ship. Red circles highlight the 'First position desired (Required)' header, the 'Position:' dropdown in the first section, the 'View Functions', 'View Requirements', and 'View Attributes' buttons in the first section, and the 'Second position desired (Optional)' header.

Resume Preview Position Desired

First position desired (Required)

Position: BAR Job: SUPERVISORY LEVEL POSITION Full-Time Part-Time

Salary desired (Monthly USD) \*: 1800 Date Available \*: 2014-10-01

View Functions View Requirements View Attributes

Second position desired (Optional)

Position: RESTAURANT Job: OPERATIONAL LEVEL POSITION Full-Time Part-Time

Salary desired (Monthly USD) \*: 2000 Date Available \*: 2014-10-01

View Functions View Requirements View Attributes

Comments

Use the space below to describe why you are interested in working onboard an ship and list those skills and abilities which you feel particularly qualify you for a position onboard a cruise ship.:

I WANT TO HAVE A WORK EXPERIENCE ONBOARD, AND SHOW ALL MY EXPERIENCE AND MY MY SKILLS RELATED WITH MY JOB AND MY CAREER.  
SHOW MY ABILITIES AND EXPERIENCE WORKING IN CUSTOMER SERVICE AND AS SUPERVISOR BEEN A GREAT LEADER WITH MY TEAM.  
BECOME AS MANAGER MAKING A CAREER ONBOARD  
LEARN FROM ALL DIFFERENT CULTURES WE GET TO SHARE WITH DAILY.

## Step 15

### Personal References

1. Add your personal references and upload the corresponding certificates from each reference.

Personal References

Personal Reference 1

First name \* : DIEGO

Last names \* : VIVES

Title : MANAGER

Company: BAR CAFE- SHOW GAIRA

Job Relation To You \* : FRIEND

Years Known \* : 5

Country code, Indicative, Home Telephone \* : 57 1 5342568

Email Address \* : GAIRACAFESHOP@GMAIL.COM

Select language \* : Spanish

Written Certification:

Select your PDF document (1MB max.)

Personal Reference 2

First name \* : CONSTANZA

Last names \* : NAVARRO

Title : MANAGER

Company: HARRY SAZON RESTURANT

Job Relation To You \* : COUSIN

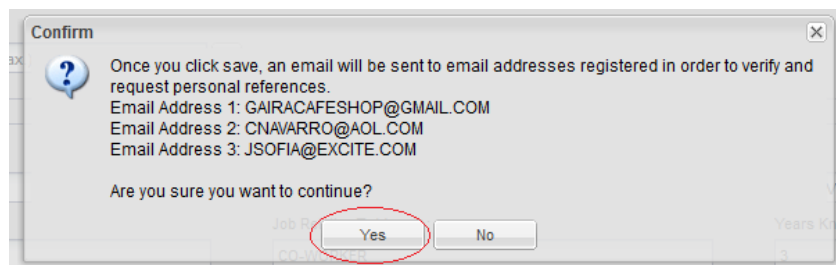
Years Known \* : 15

Country code, Indicative, Home Telephone \* :

Email Address \* :

Select language \* :

2. Save to continue and the following message will pop up on your screen.
3. The message is the confirmation that an email will be sent to all personal references in order to verify and request personal references.
4. Click yes to continue.



5. If you get an error message this means you didn't complete one of fields fully. Please check for errors before continuing.



6. If all is good you will be taken to the next point and Personal Reference will turn green ● .

## Step 16

### Policies and Conditions

1. Cruise Lines will require information on who will be the person responsible for in case of an accident and death; therefore, in the life insurance beneficiary designation you may add 1 or 2 persons as your desire to be your beneficiaries. If you choose only 1 beneficiary, then he/she should have 100% of benefits. If have 2 persons, you may opt to divide the % as you wish.

Resume Preview Policies & Conditions

**Life Insurance Beneficiary Designation**

**Primary Beneficiary**

First name \* : SOFIA MARGARITA

Last names \* : ORTIZ

Birth date \* : 1941-09-16  
Date Format: yyyy-mm-dd

Address (Number & Street) \* : CLL 145 # 7-22

Country of residence \* : Colombia

Region or State or Province of residence : CUNDINAMARCA

City of residence : BOGOTA

Country code, Indicative, Home Telephone \* : 57 1 5584666

Email Address \* : SOFEMORTIZ@GMAIL.COM

Relationship \* : MOTHER

% \* : 100  
Number between 1 and 100

**Contingent Beneficiary**

2. If you have children, you will be asked to provide information of the Depending children younger than 21 years under your supervision. Add item and enter the information requested. If you don't have any, click continue.
3. Save to continue.
4. If all is good you will be taken to the next point and Policies and Conditions will turn green ● .

The image shows a web application interface. A modal window titled "Information" is open, containing three input fields: "First name \*", "Last names \*", and "Birth date :". The "Birth date" field has a date picker icon and a hint "Date Format: yyyy-mm-dd". Below the form are "Cancel" and "Save" buttons. In the background, a form titled "Please list below dependent children un..." is visible, with an "Add item" button circled in red.

## Step 17

### Pre-screening Questions

1. All questions asked in this section must be answered truthfully and accurately.
  - A. Were interviewed by a Cruise line representative before?
  - B. Experience for Hotel, restaurant, Bar,
  - C. How did you hear about this opportunity?
  - D. Can afford all the expenses (Medical, Visa, joining ticket, if applicable)once a ship assignment is offered?
  - E. Questions about USA Visas issued in the past or denied.
  - F. Can lift up to 50 pounds?
  - G. Do you have visible tattoos or piercings?
  - H. Are you willing to share cabin with more than 1 roommate.
  - I. What would your previous employers say about you? Should be similar to the reference letters or certificates you received from your previous jobs and they should be positive and good highlights about you.
  - J. Related with the job description and duties of the Position chosen to do onboard.
    - a. Explain briefly with positive highlights about you, why you qualify for this job. (Skills, experience, abilities, all positive comments)
  - K. Questions related to ship 's life, should be YES.
  - L. Can you wait until you get your assignment? Should be YES
  - M. Are you willing to comply with all documents requested to complete all the employment clearance? Answer should be YES
  - N. Any reasons why you cannot fulfill the time and energy commitments required for onboard work? Answer should be NO.
  - O. If yes, explain
  - P. Any dates that you won 't be able to work? BE aware that you will work onboard since the day you sign on the ship until the day you go back home.

Q. Do you have access to a web cam in case an interview is scheduled to be over skype and what would be the most convenient time for you to have an interview?

Resume Preview Prescreening Questions

1.

Have you already interviewed with another Hiring Partner or Royal Caribbean/Norwegian Cruise Line representative? \*

☐ Yes ☒ No

Please tell us the Hiring partner name or Royal Caribbean/Norwegian Cruise Line representative \* :  Date \* :

Date Format: yyyy-mm-dd

Have you visited our cruise line partners websites (Royal Caribbean.com, Celebrity.com, Pullmantur.es or NCL.com) and reviewed their shipboard information? \*

☐ Yes ☒ No

2.

Hotel, Restaurant, Bar Experience? (Years) \* :  Cruise Experience? (Years) \* :

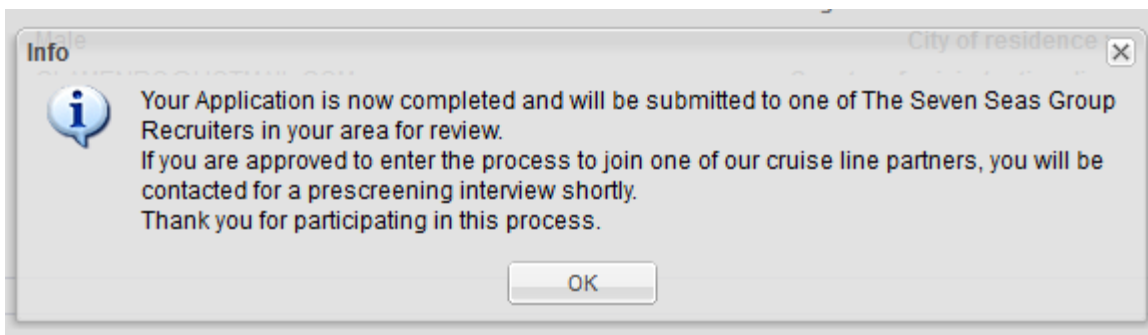
If doesn't have, please enter zero If doesn't have, please enter zero

3.

How did you hear about this opportunity? \* :  Native language? \* :

BY FRIENDS Spanish

1. Verify that you have completed all the 15 questions of this last part of the application.
2. Click save and the following message will come up.




Now you have completed your SSG Online Application, please note that all dots are green ● on the left side.

As soon as your application has been completed, the recruiter you selected at the registration page will receive an email alerting him/her of this and the application will be available for review.

If a recruiter was not selected at the registration point, the your application will be forwarded to a recruiter of your area.

The screenshot displays a web application interface for a resume preview. On the left, a sidebar menu lists various forms under 'Required Forms' and 'Optional Forms'. The 'Profile' form is highlighted with a red circle. The main area shows the resume details for Christopher Andres Navarro Ortiz, organized into two sections: 'Profile' and 'Personal Information'. The 'Profile' section contains personal and identification details, while the 'Personal Information' section includes contact information and a photo. Both sections have an 'Edit' button at the bottom right.


Profile	
CHRISTOPHER ANDRES NAVARRO ORTIZ	
Identification Type:	Passport <a href="#">Preview this document</a>
Identification Number:	BD84554206
Birth date:	1989-10-11
Gender:	Male
Email Address:	CLAMENRO@HOTMAIL.COM
Skype ID:	CHRISANDY
Country of residence:	Colombia
Region or State or Provinc...	CUNDINAMARCA
City of residence:	BOGOTA
Country of origin (nationali...	Colombia

Personal Information	
	
Address (Number & Stree...	CLL 59 6-36
Zip Code (Postal code):	(57 - 1) 7040028
Home Telephone:	(57 - 1) 7040028
Work Telephone:	
Cellular Telephone:	(57 - 1) 3125936617
Home Airport:	Bogota - El Dorado Intl (BOG)
Marital Status:	SINGLE

## Step 18

### Optional Forms

1. Use this option to upload any other certificates, visas and passport information details.
2. Even if passport was uploaded in Step 7, it will be necessary to enter the details of the passport in the section and upload it again.


Ministerio de Salud

Logout
05/05/2014
02:11

**Menu**

- Required Forms
- Optional Forms
- Cert & License**
- Passports & Visas**

**Resume Preview**

**Profile**


**CHRISTOPHER NAVARRO ORTIZ**

<b>Identification Type:</b> Passport	<a href="#">Preview this document</a>	<b>Skype ID :</b> CHRISANDY
<b>Identification Number:</b> BD84554206		<b>Country of residence :</b> Colombia
<b>Birth date :</b> 1989-10-11		<b>Region or State or Provin...</b> CUNDINAMARCA
<b>Gender :</b> Male		<b>City of residence :</b> BOGOTA
<b>Email Address :</b> CLAMENRO@HOTMAIL.COM		<b>Country of origin (national...</b> Colombia

[View the Law 15/ 99 on the Protection of Personal Data](#)

[Edit](#)

**Personal Information**

	<b>Address (Number &amp; Stree...</b> CLL 59 6-30	<b>Cellular Telephone:</b> (57 -
	<b>Zip Code (Postal code):</b> (57 - 1) 7040028	1) 3125936617
	<b>Home Telephone:</b> (57 - 1) 7040028	<b>Home Airport:</b> Bogota - El Dorado
	<b>Work Telephone:</b>	Int (BOG)

**Marital Status:** SINGLE

[Edit](#)

Copyright reserved. Prohibited total or partial reproduction of the information contained on this web site, including the way of presentation and the data res