



October 2009

Dear Potential Applicant:

Please find enclosed the on-call Deck department application packet that you requested.

Please review and read this entire packet of information to get to know:

1. the steps in the hiring process
2. the approximate timeframe for each step
3. what it means to be on-call

For summer 2010 Washington State Ferries (WSF) will be hiring approximately 60 individuals for the Deck department. The positions in the Deck department are **on-call**.

If your desire is to pursue a career with Washington State Ferries you must start off as an on-call employee. All permanent, full-time positions in the Deck department are filled from the on-call pool of employees after 2-3 years of working with WSF.

The starting wage for our Deck department is \$15.13 per hour.

There are several steps and timelines to the hiring process; please find a description below and on the back of this letter. Each step in the process must be successfully completed to be hired by WSF. First of all, your application must be completely filled out, dated, and signed in all required spots and received by WSF by the Application Deadline at the latest to be considered for employment.

Application Deadline: no later than 5:00 pm, Monday, December 14, 2009.

Please do not call WSF to confirm that your application was received – you will be sent a confirmation card within 3-5 business days of WSF receiving your completed application.

The checklist on the back side of this letter shows the necessary steps to successfully complete the WSF application and hiring process. Please note the following **approximate timelines**:

If you continue in the process after the WSF application review:

- Pre-employment information session, testing, and interview scheduling: January 21, 2010.
- Interview timeframe: February 2010.

At this point we will make a selection of the most qualified candidates. Those selected will be provisionally offered employment as an on-call Deck Hand employee.

- Background Check and Physical Evaluation: March 2010.
- New employee orientation and training: the earliest will begin in April, others in May 2010.

Please note the time delays in between the steps and take these into consideration for your planning.

If you have any questions about this process you may call Gary Kaminski in Human Resources at (206) 515-3424.

Sincerely,
Washington State Ferries
Human Resources



CHECKLIST FOR SUCCESSFUL COMPLETION OF WSF DECK HAND HIRING PROCESS

Please note that failure to return materials requested in a timely manner or failure to complete all necessary steps in appropriate timeframe may cause your application to be dropped from consideration.

In order to work in the Deck department you have to have a valid driver's license and will be required to obtain a Transportation Worker Identification Credential (TWIC) from the Transportation Security Administration AND a Merchant Mariner Credential (MMC) from the United States Coast Guard (USCG).

The cost for a TWIC is \$132.50; the MMC costs \$140.

Both documents are valid for 5 years. These costs have to be paid out of your pocket.

You will be given more information about those documents during the hiring process.

You will not be allowed to work for WSF without the above mentioned credentials.

Due to the long processing time for TWIC and MMC, we encourage you to prepare the respective application forms as soon as possible.

To find out information about obtaining a TWIC and MMC you may want to check out the following website: <http://www.uscg.mil/nmc/original.asp>. The NMC Wizard Guide is especially helpful as it leads you through the steps and to the documents you need for your application.

If you already have one or both of the documents, please attach to your application:

- for the MMC: a copy of the pages 2-5 (or more, depending on our credentials)
- for the TWIC: a copy of both the front and the back side.

Following are the steps in the hiring process. As an applicant successfully completes each step in the process he/she will be given information about the next steps.

- Timely submission of a completed WSF job application.
- Successfully pass the application review process.
- Successful participation at a pre-employment information session in Seattle.
- Successful completion of a reading comprehension evaluation.
- Successful completion of an interview at Washington State Ferries headquarters in Seattle.
- Successful background check which includes previous employment and criminal background check.
- Successful completion of a drug test, hearing test, physical evaluation and physical agility/ability evaluation at the WSF contracted medical clinic.
- Clearance for wearing an SCBA (Self-Contained Breathing Apparatus).
- Successful completion of Deck orientation (10½ days over several weeks).
The orientation includes
 - components in a classroom setting
 - components on a vessel
 - firefighting school (a real firefighter's training)
 - swimming pool test (successful candidates must be able to swim).