

Education					
Name and Location		# Years Completed	Major Area of Study	Degree/Diploma	
High School					
College					
Graduate School					
Technical or Certificate Programs					

Dockhand Qualifications:

If you are applying for a dockhand you will be expected to learn how to/be able to:

*Tell the difference between gas and diesel *Fuel a boat correctly *Help a boat with their lines*Assist a boat with tying up
 *Check for fuel leaks *Interpret an EPA reading *Know days in which trash is picked up *Know which boats are docked where *Know how to turn the fuel on *Fill out a fuel invoice *Calculate tax on purchases *How to assist customers with correctly filling out ST-16 forms and Dockage Contracts *Run a credit card *Close out a credit card machine *Read an electrical meter *Know emergency fuel procedures *Complete a fuel report *Prime a fuel pump *Complete dock checks and what to look for *Weigh and verify fish for citations *Spray off the docks for charters and fish racks *How to take a fuel delivery *Clean and maintain minnow tank *Maintain a clean and safe marina *Be self-motivated to stay busy

Working as a dockhand for the Virginia Beach Fishing Center is a fast-paced job and perfect for anyone that likes the outdoors. The Job entails fueling boats, helping boats with their lines as they arrive and depart from the docks, keeping the marina looking presentable and clean, and doing some minor maintenance around the marina. This is an outside job so you must be willing to work outside in the elements and not afraid to handle fish, trash, or to clean bathrooms! To be a dockhand you must be 18 or older, have an outgoing personality, good customer service skills, be well groomed and presentable, be able to multitask and be a quick learner, be on time meaning sometimes early morning and late evenings.

Store Associate Qualifications:

If you are applying to be a store person you will need to feel comfortable working with the general public and be able to learn how to/be able to:

*Ring up a sale on the register *Fill out a transient contract *Use both VHF and Sideband radios *Run a credit card *Look up a customer’s balance in Bit Marine * Ring up a fuel invoice in Bit Marine *Reopen Bit Marine invoices for edits
 *Change the price of an item *Complete a return transaction *Mark down parking passes/collect money from parking attendant *Know charter information for private and make up charters *Ring up an ROA in Bit Marine * Charge various transactions to a customer’s account in Bit Marine *How to fill out a citation * Assist customers in filling out various forms and contracts *Answer and forward phone calls *Price and stock tackle and other merchandise *Fill out fish cleaning tickets, collect fish cleaning money and give change, and calculate price for fish cleaning *Clean out and flush minnow tank *Know how to correctly stock and price inventory by date using a price gun *Be self-motivated to stay busy

Working as a store associate for the Virginia Beach Fishing Center is a very fast paced job that entails something new every day! You must be very outgoing, patient and able to cordially deal with hundreds of customers throughout the day. Duties include answering phones, using the register, stocking merchandise, cleaning, and be OK with dealing with live and frozen bait. This is mainly a customer service job so you are expected to be helpful and professional towards all customers. You must have good math skills, basic Microsoft Office skills, have an outgoing personality, good customer service skills, be well-groomed and presentable, be able to multitask and be a quick learner.

Parking Attendant Qualifications:

If you are applying to be a parking attendant you will need to learn how to/be able to:

*Make correct change *Count parking lot spaces available *know the schedule of trips *Know who is allowed to park for free and who has to pay *Recognize the permanent parking passes for the current year *Watch where people park and evaluate whether they were charged correctly *Reconcile the bag over the course of the day leaving enough money to make change *Identify when price changes are needed *Make sure that money/change is correct, money has to equal the tickets sold *Be able to work in the elements as this is an outside but covered job *Be able to assist dockhands in keeping the parking lot clean and free of trash *

Employment History Please provide the following information for your previous three employers, beginning with the most recent: (Please attach an additional page if necessary, do not use “see attached resume”.)

Employer:	Dates Employed: From _____ To _____	Job Title:
Address:		
Telephone:	Job Duties:	
Weekly Pay Start: Finish:		
Reason for Leaving:		

Employer:	Dates Employed: From _____ To _____	Job Title:
Address:		
Telephone:	Job Duties:	
Weekly Pay Start: Finish:		
Reason for Leaving:		

Employer:	Dates Employed: From _____ To _____	Job Title:
Address:		
Telephone:	Job Duties:	
Weekly Pay Start: Finish:		
Reason for Leaving:		

References Please list names of supervisors, managers, or others who can comment directly on your abilities:				
Name	Address	Phone #	Relationship/Occupation	Years Known

Other Qualifications:
Summarize special job-related skills and qualifications acquired from employment or other experience

**State any additional information you feel may be helpful to us in considering your application:
Examples include but are not limited to boating experience, fuel experience, retail experience, and personality traits.**

Describe any specialized training, apprenticeship, skills and extra-curricular activities



Applicants Statement

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this applications for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an “at will” nature, which means that the employee may resign at any time and the employer may discharge employee at any time with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

I understand that this work environment is drug free, and I am subject to a drug test.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Applicant Name (Please Print)

Today's Date

Applicant Signature

