



BOURG DRY DOCK & SERVICE

a Division of

LeBeouf Bros. Towing, LLC

P. O. Box 1852, Houma, LA 70361

Phone: (985) 594-5851 Fax: (985) 594-5855

Equal Opportunity Employer

Employment Application

Note: All information must be provided for this application to be considered. All applications will remain valid for **30 days** from date of receipt. After that time, you must submit a new application to be considered for any open position.

(office use only)

This job application expires: _____

General Information

Please Print Clearly

Today's Date _____

Name in Full: (first, middle, last) _____

Social Security # _____

Address _____

City _____ State _____ Zip _____

Home Phone # () _____ Cell Phone # () _____

Email Address: _____

Driver's License # & State Issued: _____ Expires: _____

If no Driver's License, state reason: _____

Emergency Contact Name: _____ Relationship: _____

Emergency Contact: Phone # () _____ Cell # () _____

Do you have reliable transportation to and from work? _____

Position Applied For: (Check only 1)

➤ **Positions**

- Welder
- Electrician
- Mechanic
- Blast/Paint
- Equipment Operator
- Other: _____

Qualifications/Skill Certifications: _____

Expected Pay: _____

Date you are available for work: _____

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List Licenses/Certifications	Date Issued	School Attended	Expiration Date

(Circle One)

May we contact your present employer?	YES	NO
Are you available to work: (Circle One) Full-time Part-time Shift Work Temporary (Circle One) Mornings Evenings	YES	NO
Are you currently on a "lay-off" status & subject to recall from another company?	YES	NO
Can you travel if the job requires it?	YES	NO
Will you work overtime if asked? If no, please explain:	YES	NO
Have you ever been arrested and/or convicted of a felony or misdemeanor? (Convictions will not necessarily disqualify an applicant from employment) If yes, please explain:	YES	NO
Have you ever worked here before? If yes, when? _____ What was your position & pay? _____	YES	NO
Do you possess a TWIC card?	YES	NO

Personal References

List two references other than family member

Name	City and State	Phone

Medical Information

Name of your Family Doctor: _____ Location of Office (City and State): _____ Will you submit to a urinalysis screening? _____ Yes _____ No
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Education (This section is optional.)

High School or College	Dates Attended	City, State	Course of Study or Major	Degree Earned

EMPLOYMENT HISTORY

EXPERIENCE: Give a complete record of all employment, including military, and reasons for periods unemployed during the past 10 years. Start with most recent. If you have served in the armed forces, attach a copy of your DD214. If you have been self-employed, list up to five of your major clients. **No "see resume" responses will be accepted.**

Present or most recent positions: MAY WE CONTACT YOUR PRESENT EMPLOYER NOW FOR REFERENCES? Yes or No		
EMPLOYER	POSITION HELD	
ADDRESS	DATE HIRED	DATE TERMED
CITY, STATE	STARTING PAY RATE	ENDING PAY RATE
CONTACT PERSON	PHONE #	
REASON FOR LEAVING: LAYOFF, DISCHARGE, RESIGN (CIRCLE ONE) STATE REASON:		
EMPLOYER	POSITION HELD	
ADDRESS	DATE HIRED	DATE TERMED
CITY, STATE	STARTING PAY RATE	ENDING PAY RATE
CONTACT PERSON	PHONE #	
REASON FOR LEAVING: LAYOFF, DISCHARGE, RESIGN (CIRCLE ONE) STATE REASON:		
EMPLOYER	POSITION HELD	
ADDRESS	DATE HIRED	DATE TERMED
CITY, STATE	STARTING PAY RATE	ENDING PAY RATE
CONTACT PERSON	PHONE #	
REASON FOR LEAVING: LAYOFF, DISCHARGE, RESIGN (CIRCLE ONE) STATE REASON:		
EMPLOYER	POSITION HELD	
ADDRESS	DATE HIRED	DATE TERMED
CITY, STATE	STARTING PAY RATE	ENDING PAY RATE
CONTACT PERSON	PHONE #	
REASON FOR LEAVING: LAYOFF, DISCHARGE, RESIGN (CIRCLE ONE) STATE REASON:		
EMPLOYER	POSITION HELD	
ADDRESS	DATE HIRED	DATE TERMED
CITY, STATE	STARTING PAY RATE	ENDING PAY RATE
CONTACT PERSON	PHONE #	
REASON FOR LEAVING: LAYOFF, DISCHARGE, RESIGN (CIRCLE ONE) STATE REASON:		
EMPLOYER	POSITION HELD	
ADDRESS	DATE HIRED	DATE TERMED
CITY, STATE	STARTING PAY RATE	ENDING PAY RATE
CONTACT PERSON	PHONE #	
REASON FOR LEAVING: LAYOFF, DISCHARGE, RESIGN (CIRCLE ONE) STATE REASON:		

STATE REASON:

**NOTICE TO APPLICANTS/EMPLOYEES
REGARDING CONSUMER REPORTS**

A consumer report and/or an investigative consumer report including information concerning your character, employment history, general reputation, personal characteristics, police record, education, qualifications, and motor vehicle record, mode of living, and/or credit and indebtedness may be obtained in connection with your application for and continued employment with the company. A consumer report containing injury and illness records and medical information may be obtained after a tentative offer of employment has been made. Upon timely written request of the Personnel Department of the Company, and within five days of the request, the name, address, and phone number of the reporting agency and the nature and scope of the consumer report will be disclosed to you.

Before any adverse action is taken, based in whole or in part on the information contained in the consumer report, you will be provided a copy of the report, the name, address, and telephone number of the reporting agency, a summary of your rights under the Fair Credit Reporting Act, as well as additional information on your rights under the law.

**CONSENT TO OBTAINING CONSUMER REPORTS
READ CAREFULLY BEFORE SIGNING**

1. I have read the attached "Notice To Applicant/Employees Regarding Consumer Reports" and hereby authorize the company to obtain consumer reports and/or investigative reports as described.
2. I understand that I have the right to make a written request within a reasonable amount of time to receive additional, detailed information about the nature and scope of any investigative report or other consumer reports that are made, including the name, address, and telephone number of the consumer reporting agency.
3. I hereby authorize any present or former employers, consumer reporting agencies, educational institutions, criminal justice agencies, department of motor vehicles, public agency, financial institutions, or any other person or agency having knowledge of me to submit information or opinions about myself, including data received from other sources, I authorize that my employment qualifications may be evaluated. I hold said persons and/or organizations blameless and without liability for statements or opinions made regarding my character, experience, or qualifications.

By my signature below, I acknowledge that I have read and understood all the above statements.

Name (print)

Date

Signature

Social Security Number

LET THIS FORM AND/OR FAX OR COPY SERVE AS AN ORIGINAL

**AUTHORIZATION AND RELEASE FOR THE PROCUREMENT OF A
CONSUMER AND/OR INVESTIGATIVE CONSUMER REPORT
(PLEASE PRINT OR TYPE)**

I, the undersigned consumer, do hereby authorize **EMPLOYERS RESOURCES, LLC** to procure a consumer report and/or investigative consumer report on me. I hereby declare that the answers to the questions on this application are correct and that any misstatement or omission of fact will be sufficient cause for rejection of my application or separation should I become employed by LeBeouf Bros. Towing, LLC (BDD).

These above-mentioned reports may include, but are not limited to, information as to my character, general reputation, personal characteristics and mode of living, discerned through employment and education verifications, personal references, personal interviews, my personal credit history based on reports from any credit bureau; my driving history, including any traffic citations, a social security number verification; present and former addresses; criminal and civil history/records; any other public record.

I further authorize any person, business entity or governmental agency who may have information relevant to the above to disclose the same to LeBeouf Bros. Towing, LLC (BDD), by and through **EMPLOYERS RESOURCES, LLC** including, but not limited to, any and all courts, public agencies, law enforcement agencies and credit bureaus, regardless of whether such person, business entity or governmental agency compiled the information itself or received it from other sources.

You are further advised under the provisions of the Fair Credit Reporting Act, 15 U.S.C. 1681, et seq., that any person who produces or causes to be prepared an investigative consumer report on any consumer, upon written request made by the consumer within a reasonable period of time after the receipt by him/her of the disclosure required by subsection (a) (1) of section 1681d, shall make a complete and accurate disclosure of the nature and scope of the investigation requested. This disclosure shall be made in writing, mailed or otherwise delivered, to the consumer not later than five days after the date on which the request for such disclosure was received from the consumer or such report was first requested, whichever is the later. I also understand that I may receive a written summary of my rights under 15 U.S.C. § 1681 et seq.

I hereby release and agree to hold harmless LeBeouf Bros. Towing, LLC (BDD), **EMPLOYERS RESOURCES, LLC**, and any and all persons, business entities and governmental agencies, whether public or private, from any and all liability, claims and/or demands, by me, my heirs, or others making such claim or demand on my behalf, for providing a consumer report and/or investigative consumer report hereby authorized. I understand that this Authorization/Release form shall remain in effect for the duration of my employment with said Company.

Further, I certify that the information contained on this Authorization/Release form is true and correct and that my application for employment will be terminated based on any false, omitted, or fraudulent information.

Signature: _____

Printed Name: _____
First
Middle
Last

Other Names/Aliases or Maiden: _____

Social Security _____ Daytime Phone: (____) _____ Gender* _____

Driver's License # _____ State of Issuance _____ Date of Birth _____

Please provide your addresses for the last (7) years

Current Address: _____
Street
City
State/Zip

Former Address: _____
Street
City
State/Zip

Former Address: _____
Street
City
State/Zip

Former Address: _____
Street
City
State/Zip

- Have you ever been arrested, convicted, and/or adjudicated of a crime? _____ Yes _____ No
- Have you ever been arrested or convicted in a military court martial? _____ Yes _____ No
- Have you ever been sanctioned or had your licenses suspended or revoked? _____ Yes _____ No
- Are you currently under any investigation or pending charge? _____ Yes _____ No

*age, gender, race, national origin, and religion are not factors in making employment decisions.

APPLICANT CERTIFICATION

Note: You must read and sign below for this application to be considered.

- I understand that this application shall be considered active for a period of time not to exceed 30 days. I understand that if I wish to be considered for employment beyond this time period, I must inquire as to whether or not applications are being accepted at that time.
- In consideration of my employment, I agree to comply with the policies, rules, regulations, and procedures of LeBeouf Bros. Towing, LLC (BDD) and, if requested, to sign company's agreements relating to discoveries, inventions, and confidential information.
- In processing my application for employment, LeBeouf Bros. Towing, LLC (BDD) , its agents, and representatives may investigate all answers, statements, or other information contained in this application for employment as well as other information which may be discovered in the course of its investigation. I authorize each person or organization named in this application or discovered in the course of investigation to provide information about my employment record, including a statement of the reason for the termination of my employment, work performance, abilities, and other qualities pertinent to my qualifications for employment. Furthermore, I hereby release this organization and other persons and organizations named in this application or discovered in the course of investigation from all liability and for damage whatsoever incurred in providing, receiving, or investigating this application.
- Any offer of employment I may receive from LeBeouf Bros. Towing (BDD) is contingent upon my successful completion of the company's total pre-employment screening process, including the company's receiving references that it considers satisfactory, and my satisfactory completion of any post-offer pre-employment medical examination that the company may require. I also agree, if employed, to submit to a medical examination at any time at the company's request. I hereby consent to having the results of any post-offer pre-employment medical exams I may be required to take disclosed to LeBeouf Bros. Towing, LLC (BDD).
- I agree that my employment with LeBeouf Bros. Towing, LLC (BDD) is strictly "at will" and may be terminated without cause or notice, at any time, at the option of either the company or myself. I further understand that no manager or representative of the company, other than the CEO, President, General Council, or other officer of the company, has the authority to enter into any agreement with me for employment for any specified period of time or to make any agreement different from or contrary to the foregoing. I further understand that any such agreement, if made, shall not be enforceable unless it is in writing and signed by me and by one of the individuals stated above.
- I hereby authorize LeBeouf Bros. Towing, LLC (BDD), at the termination of my employment with the company (assuming I am hired), to share any information concerning my employment with future prospective employers who call for job references, and waive any rights to said information.
- The answers to the above questions are true and correct to the best of my knowledge. Any false or misleading statements or any information which is intentionally excluded by me herein is grounds for immediate dismissal in which case any offer of employment will be considered null and void in its entirety.
- I CONSENT AND AGREE THAT ANY AND ALL DISPUTES, CLAIMS, CAUSES OF ACTION, OR LAWSUITS AGAINST MY EMPLOYER AND/OR THE OWNER OF ANY VESSEL TO WHICH I AM ASSIGNED (INCLUDING ANY PERSONAL INJURIES ARISING OUT OF MY EMPLOYMENT) SHALL BE FILED EXCLUSIVELY IN THE UNITED STATES DISTRICT COURT FOR THE EASTERN DISTRICT OF LOUISIANA, AND I UNDERSTAND AND AGREE THAT THE UNITED STATES DISTRICT COURT FOR THE EASTERN DISTRICT OF LOUISIANA SHALL BE THE EXCLUSIVE FORUM FOR ANY AND ALL SUCH CLAIMS WHICH MAY BE ASSERTED BY ME OR ON MY BEHALF. IN CONSIDERATION FOR THIS AGREEMENT, MY EMPLOYER AND THE OWNERS OF ANY VESSELS TO WHICH I AM ASSIGNED CONSENT TO THE EXCLUSIVE JURISDICTION OF THE UNITED STATE DISTRICT COURT FOR THE EASTERN DISTRICT OF LOUISIANA FOR ANY AND ALL DISPUTES, CLAIMS, CAUSES OF ACTION OR LAWSUITS BROUGHT BY ME OR ON MY BEHALF ARISING OUT OF OR RELATED TO MY EMPLOYMENT (INCLUDING ANY PERSONAL INJURY CLAIMS).

Applicant Name (Print)

Witness Name (Print)

Applicant Signature

Witness Signature

Date

Date

DRUG AND ALCOHOL FREE WORK ENVIRONMENT POLICY

IMPORTANT PLEASE READ CAREFULLY!

To ensure a safe and productive work environment on our vessels and at all facilities of the company, to safeguard property of the company and its personnel, and to adhere to the regulations of regulatory bodies, LEBEOUF BROS. TOWING, LLC ("Company") strictly prohibits the use, sale, transfer, or possession of alcohol, drugs, drug paraphernalia or controlled substances on any company vessels, premises of the company or worksites. Company vehicles, as well as private vehicles, parked on the company's premises or worksites, including parking lots, are locations included within this prohibition. Additionally, the company strictly prohibits any person with any detectable amount of alcohol, drugs, or controlled substances present in his or her body. Any employee found in violation of this policy is subject to disciplinary action, including immediate discharge. Furthermore, depending on the circumstances, other action, including notification of appropriate law enforcement agencies, may be taken against any employee who violates this policy.

Any non-employee, including visitors, contractors, employees of contractors, consultants, etc., found in violation of the company's policy for a drug and alcohol free work environment, or suspected of having alcohol, drugs, or controlled substances present in his or her body, may be refused entry onto or removed from the company's vessels, premises, or worksites and denied future access. Furthermore, depending on the circumstances, other action, including notification of appropriate law enforcement agencies, may be taken against any violator of the company's policy.

The company will require all applicants for employment to submit to a urinalysis for drugs and alcohol as a pre-condition for employment. The company may also require any current employee to submit to a urinalysis and/or blood test for drugs and/or alcohol in the following circumstances:

- 1) following an accident occurring within the course and scope of employment;
- 2) whenever there is reasonable suspicion to believe that an employee is using drugs or alcohol in violation of the company's policy;
- 3) in the event of a company vessel accident, the entire crew will be given a urinalysis and/or blood test for drugs and/or alcohol;
- 4) as part of periodic physical examinations; and,
- 5) on random selection basis and any other time deemed appropriate by the management of the company, without prior announcement.

Failure to submit to the drug and/or alcohol tests under the time frame and circumstances noted above will result in disciplinary action, up to and including termination. You may make a written request for a complete and accurate disclosure of the nature and scope of the tests conducted.

APPLICANT CERTIFICATION

I hereby acknowledge that I have read the foregoing policy and fully understand same. I further agree to abide by the policy and acknowledge that compliance with the policy is a condition of employment with the company. I further acknowledge that I have been advised that I may make a written request for a complete and accurate disclosure of the nature and scope of the tests conducted.

I also understand and have been advised that I should not rely on any attempted oral modifications of the policy, and that the only modifications or amendments which are binding on the company are those which are in writing and signed by a company officer.

Applicant Name (Print)

Witness Name (Print)

Applicant Signature

Witness Signature

Date

Date

APPLICANT DATA FORM – PRE OFFER

The federal government under Executive Order 11246 requires the contractor/subcontractor to report gender and race/ethnic origin of applicants for employment. Submission of information is voluntary, and failure to provide it will not subject you to any adverse treatment. Your cooperation is appreciated.

Name: _____
Last First M.I.

Date of Application: ____/____/____

Position(s) applied for: _____

Indicate how you learned of this vacancy:

- Employment Agency: _____
- LeBeouf Bros. Towing or Bourg Dry Dock Employee
- Direct Inquiry to Personnel
- Advertisement-Please specify source _____
- Internet Website
- Other

If other; please state where: _____

Indicate Gender and Race/Ethnic Group:

- Male Female
- White (Not Hispanic or Latino)
- Black or African American (Not Hispanic or Latino)
- Hispanic or Latino
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
- Asian (Not Hispanic or Latino)
- American Indian or Alaska Native (Not Hispanic or Latino)
- Other – Two or More Races (Not Hispanic or Latino)

Indicate Veteran Status:

- Disabled Veteran
- Other Protected Veterans
(Veterans who served on active duty in the U.S. military during a war or in a campaign or expedition for which a campaign badge is awarded)
- Armed Forces Service Medal Veterans
(Veterans who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985)
- Recently Separated Veterans
(Veterans within 36 months from discharge or release from active duty)

LeBeouf Bros. Towing, LLC (Bourg Dry Dock) is an equal opportunity employer and does not discriminate on the basis of race, color, gender, national origin, religion, age, disability, or veteran status in admission to or access to, or treatment or

employment in, its programs and activities. Individuals who may have inquiries regarding the contractor's/subcontractor's policies and procedures should contact the Human Resources Department.

CONFIDENTIAL PERSONAL INFORMATION

We will require the following information in order to comply with Federal record-keeping requirements. This information will be removed from your application upon receipt and will not be used during the selection process.

Name: _____ Date: _____

Position applied for: _____

Height	Weight	Date of Birth	Age	Gender

Race or Ethnic Group:

- White (Not Hispanic or Latino)
- Black or African American (Not Hispanic or Latino)
- Hispanic or Latino
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
- Asian (Not Hispanic or Latino)
- American Indian or Alaska Native (Not Hispanic or Latino)
- Other – Two or More Races (Not Hispanic or Latino)

In the event the applicant is called to come in for an interview, please bring (2) legal forms of identification to the interview. See attached examples of legal forms of identification.

INSERT PAGE (5) OF I-9 (LIST OF ACCEPTABLE IDENTIFICATIONS)