

Front-Line Applicants
PLEASE READ THIS BEFORE COMPLETING AN APPLICATION

(05/13/21)

We appreciate your interest in our companies. New Orleans Steamboat Company operates daily river cruises on the Steamboat NATCHEZ and on the Riverboat CITY OF NEW ORLEANS in addition to private group charters. Gray Line operates daily sightseeing tours in metropolitan New Orleans and southeast Louisiana in addition to offering transportation throughout North America.

Hospitality Industry

We are part of the city's vibrant hospitality industry, which caters to individuals and groups that travel here for both business and pleasure. While in New Orleans these guests eat in restaurants, take our cruises and tours, and visit attractions and museums. They are here 365 days a year/24 hours a day and require our services. The hospitality industry is also seasonal with some months being busier than others.

Commitment to Work

We are open for business every day of the year, including holidays. Our front-line employees are required to work various combinations of hours and days. Our regular shifts range from a start time as early as 7:00am to an end time on cruises as late as 10:00pm, excluding charters and special events. Weekends are especially busy for the company and you will be required to work them.

The work is challenging but it is gratifying to be ambassadors for the wonderful and historic City of New Orleans.

Front Line Expectations

All Front Line positions require that you:

- Smile and have a good personality;
- Provide outstanding customer service to guests;
- Maintain a positive attitude;
- Interact with customers by enthusiastically providing information they need;
- Promote our cruises and tours to visitors, as these sales are how the company obtains revenue to pay its employees.

**If you are willing and able to meet the Front-Line Expectations identified above,
please complete an application with our Company and we will be happy to consider you for employment.**

Steamboat NATCHEZ

Riverboat CITY of NEW ORLEANS

Visit New Orleans

APPLICATION FOR EMPLOYMENT

New Orleans Steamboat Company

Gray Line of New Orleans, Inc.

(Do not complete shaded areas.)

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, gender, religion, handicap, or national origin.

PERSONAL INFORMATION

Date _____ Social Security Number _____

Name _____

Address _____

Street/Apt # _____ City _____ State _____ Zip _____

Phone No. _____ Email Address _____

Cell _____ Home _____

Referred By _____ Are you 18 years of age or older? Yes No

Note: There is no need to enter information that is already included on an enclosed resume.

EMPLOYMENT DESIRED

Position _____ Date you can start _____ Wage/Salary Desired _____

Hours desired/week: Full Time Part Time (<30 hrs.)

Are you eligible to work in this Country? Yes No

Our business operates 7 days/week including holidays. Are you limited to certain days/hours you are available to work?
 Yes No

If "Yes" please explain:

Ever applied to this company before? Yes No Position _____ When? _____

EDUCATION

School Name/City/State _____ Circle Last Year Completed _____ Did you Graduate? _____ Subjects Studied and Degree(s) Received _____

High School

1 2 3 4

Yes
 No

~~Subjects Studied and Degree(s) Received~~

College

1 2 3 4

Yes
 No

Trade, Business, or Correspondence School

1 2 3 4

Yes
 No

GENERAL

Experience, training, and/or qualifications relevant to the position for which you are applying:

Languages other than English that you speak fluently:

Activities other than religious (civic, athletic, etc.)

EXCLUDE ORGANIZATION NAME OR CHARACTER WHICH INDICATES THE RACE, GENDER, COLOR, OR NATIONAL ORIGIN OF ITS MEMBERS

FORMER EMPLOYERS

List below your last three employers, starting with the most recent one first.

Month and Year	Name of Employer and Supervisor's Name, Address, Phone #	Wage/Salary	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				

Please explain any gaps in your employment history (optional): _____

Are you employed now? Yes No If so, may we contact your current employer? Yes No

PERSONAL REFERENCES

List three persons not related to you, whom you have known at least one year.

Name	Address	Occupation	Phone #	Years Acquainted
1				
2				
3				

AUTHORIZATION

I certify that all information I provided on this application is true and correct. I authorize investigation of all statements contained in this application. I understand that misrepresentation of information requested is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without cause and without any previous notice.

Date _____ Signature _____

DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY

Interviewed by _____ Date _____

REMARKS:

Please note whether a full-time or part-time employee: Full-Time Part-Time

Hired for Dept: _____ Position: _____ Will Report: _____ Salary/Wage: _____

Approved: 1. _____ 2. _____ 3. _____
 (Employment Manager) (Dept. Head) (General Manager)

New Orleans Steamboat Company
 600 Decatur Street, Suite 308
 New Orleans, Louisiana 70130-7039
 Phone: (504) 586-8777 Fax: (504) 587-0859



INNOVATIVE RISK MANAGEMENT SERVICES

2714 Canal Street, Suite 102
New Orleans, LA 70119
P: (504)309.2104
F: (504)309.2206

BACKGROUND SEARCH INFORMATION FORM

GRAY LINE OF NEW ORLEANS, INC NEW ORLEANS STEAMBOAT COMPANY

Note to Applicant: the purpose of this form is to obtain information for Innovative Risk to conduct a criminal background search. This form will not become a part of an applicant personnel file.

Employer: To ensure an accurate search, please make sure this form is fully completed clear print.
Email to: customersupport@innovative-nola.com as well as to Anthony@innovative-nola.com

Check all services Requested:

National Criminal Record Database Search: _____ MVR: _____
Criminal-US Dist Court: _____ References: _____ Credit: _____
Professional License/Disciplinary Action: _____ SSN Verification: _____ Other: _____

Print Full Name: _____

Social Security Number: _____ **Date of Birth:** _____

Driver's License No: _____ **Phone Number:** _____

Your Complete & Full
Current Physical Address: _____ Apt. Number: _____

City, State: _____ Zip Code: _____

*(Complete this section ONLY if you are requesting License Verification)

Type of Professional License	License Number	State Issued	Date Issued

***Residences:** List below all cities and parishes/counties in which you have resided during the past 7 **YEARS ONLY**. Please list the dates you resided in each city and all last names you used while living there **DURING THOSE 7 YEARS.**

(City, State) (County/Parish) (All last Names used while living here) (Mo.-Yr.) / (Mo.-Yr.)

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By Completing and signing this form you are authorizing Innovative access to any active or inactive criminal records.

Applicant's Signature: _____ Date _____

Person Requesting Search: _____ **Signature:** _____
(Please Print Clearly) Date _____

Please check any departments/positions that you are interested in and qualified for...

- | | |
|---|--|
| <input type="checkbox"/> Deckhand* | <input type="checkbox"/> Food & Beverage – Bartenders* |
| <input type="checkbox"/> Driver of Commercial Vehicle | <input type="checkbox"/> Food & Beverage – Dishwasher/Potwasher* |
| <input type="checkbox"/> Engineering* | <input type="checkbox"/> Food & Beverage – Food Runner* |
| <input type="checkbox"/> Gift Shop* | <input type="checkbox"/> Food & Beverage – Host* |
| <input type="checkbox"/> Sales/Customer Service Agent – Kiosk Sales | <input type="checkbox"/> Food & Beverage – Housekeeper* |
| <input type="checkbox"/> Sales/Customer Service Agent – Lighthouse | <input type="checkbox"/> Food & Beverage – Kitchen Staff* |
| <input type="checkbox"/> Sales/Customer Service Agent – Call Center | <input type="checkbox"/> Food & Beverage – Line Servers* |
| <input type="checkbox"/> Sales/Marketing | <input type="checkbox"/> Food & Beverage – Manager* |
| | <input type="checkbox"/> Food & Beverage – Wait Staff* |
| | <input type="checkbox"/> Food & Beverage – Warehouse Personnel* |

Other: _____

* Aboard Steamboat NATCHEZ or Riverboat CITY OF NEW ORLEANS

Certain positions require a pre-employment drug screening as well as periodic random drug screenings as dictated by the United States Coast Guard, the Department of Transportation, or other local, state, or federal governmental agencies.

By signing below you acknowledge that you are willing to participate in these mandated drug screenings.

Signature _____

Date _____

TELL US A LITTLE ABOUT YOURSELF!

Please describe how you would feel about having a job in New Orleans' Tourism Industry and how your life experiences, including sales experience, will help you excel in this capacity and make you a good fit with our company!

Your response must be between 50-100 words.

New Orleans Steamboat Company (NOSC) | F&B

Pre-Employment Questionnaire

NAME

DATE

POSITION APPLIED FOR

PLEASE COMPLETE THIS QUESTIONNAIRE TRUTHFULLY AND TO THE BEST OF YOUR ABILITIES. WE WILL NOT CONSIDER AN APPLICATION WITHOUT A COMPLETED QUESTIONNAIRE. PLEASE USE THE BACK OF THIS FORM IF MORE SPACE IS NEEDED FOR AN ANSWER.

1. In order to receive direct deposits of your paycheck, do you have –or are you willing to open- a checking, savings, or other account (such as a reloadable debit card) that accepts direct deposits?
YES / NO
2. Our staff is required to work Friday, Saturday and Sunday on a regular basis. Are you available on weekends? **YES / NO**
3. Are you available to work days, nights, and holidays? **YES / NO**
If not, please explain:
4. Please be aware that the Steamboat NATCHEZ and the Riverboat CITY OF NEW ORLEANS sail Easter, 4th of July, Christmas Eve, New Year’s Eve and New Year’s Day and you may be required to work these holidays as well as other days/events required by management. This is a condition of employment with the N.O.S.C. Are you willing to work on such dates? **YES / NO**
5. Are you able to lift up to 50 lbs without assistance? **YES / NO**
6. Are you able to work on your feet for at least 8 hrs a day and use stairs frequently? **YES / NO**
7. Do you have reliable transportation to and from work? **YES / NO**
8. NOSC has a 6-month probationary period. Do you feel that you can learn the tasks associated with your job in that period? **YES / NO**
9. NOSC has a “No Cell Phone Policy”. Are you willing to adhere to this policy at all times while on board? **YES / NO**
10. NOSC has a “No-Smoking on Board Policy”. Are you willing to adhere to this at all times? **YES / NO**
11. Do you have a valid Responsible Vendor’s Permit? **YES / NO**
 - a. If you don’t have one, and you are hired by the NOSC for a position that handles alcoholic beverages you are required by law to obtain one within 30 days from your date of hire and present it to the NOSC. Are you willing to obtain a permit if required? **YES / NO**
12. Do you have a valid Driver’s License/Picture ID? **YES / NO**
13. Do you have an original Social Security Card? **YES / NO**

New Orleans Steamboat Company Employee Availability Form - F&B

Name: _____

Date: _____

Position: _____

Please check **ALL** days and shifts that you **ARE** available to work on a weekly basis.
(This form will be kept as part of your personnel record)

	MON	TUES	WED	THURS	FRI	SAT	SUN
AM (9:00/9:30am)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PM (4:30 /5:00pm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Specific Notes Regarding Availability:

I understand that this is my given availability as of today's date and that if my availability changes, I will notify management immediately. I will also complete an updated 'Employee Availability' form at that time. I also understand that during high volume business times, I may be asked about the possibility of increasing my schedule availability. Also, if a schedule availability is to change from the original at time of hire that is not congruent with company needs and the company is unable to accommodate, an agreed termination of employment may be necessary.

Employee Signature

Date

Manager's Signature

Date