Online! Job Application (O!JA) - USER GUIDE:

Registration:

Go to registration portal by typing on web browser the following link:

https://marlow.odms.eu

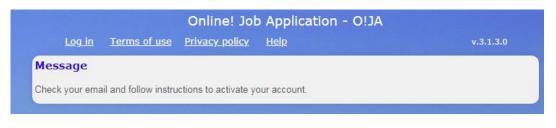
1/ go to "New user:" box, fill required login details and click button NEXT

- and the second s	Application - O!JA	
<u>Privacy policy</u>	<u>Help</u> v.3.1.3.	,
Login	New user: First name: Last name: Email: Password: Confirm Password: Next	
Read "Terms and conditions ", mar full Terms and conditions Chile Conditions Chile Conditions Chile Conditions Terms of the Conditions Condition of Conditions Condit	ean Parliament and rd to the processing Directive 95/46 / EC, al data by AS-Tech number 586-223-29- and future activities wmers, including for act and its financial in. dy (UE) 2016/679 z u z przetwarzaniem ych oraz uchylenia anie moich danych na 6/3, posiadjącą udministratorem, dla rutacji i zatrudnienia ine of/su posiadjącą udministratorem, dla rutacji i zatrudnienia popowiedni stopień wrażam zgodę na	

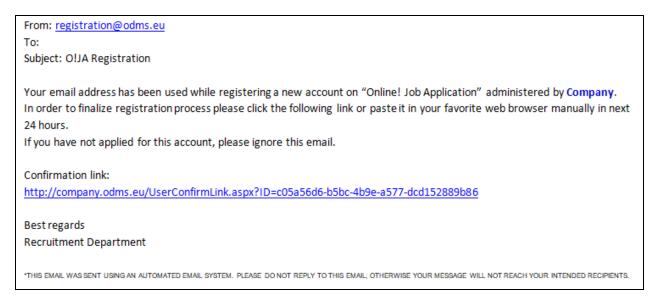
After click

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Accept button auto-generated e-mail is sent in order to confirm and activate your account login Next screen: Message - check your e-mail in order to activate account

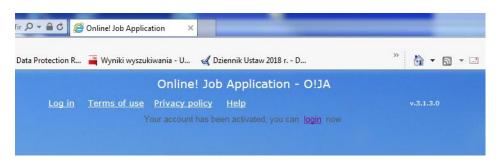


Registration e-mail template:



Upon receipt of registration e-mail click confirmation link to continue registration process. You will be transferred again to login page

Next screen: click "Log in" to continue



Go to "Registered users: " bo>	, fill-in email address, password and	"Login " to your account
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Registe	red users:	
Email: Password:		F
	Log	gin E P

Next screen view: " Personal" tab

complete registration process: under tab "Personal" fill-in all fields marked by asterisks (*) indicated the required information and click Save button

Personal	Education	Certificates	Sea experience	Shore experie	ence Emp	oloym	ent docs				
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Addres	s:	Gdańsk*				*	Eyes:	Brown	Hair:	Grey	
City:		Gdynia				*	Height:	180	Weight:	110	
City co	de:	81-574	 Country: 	Buru	undi 🗸 🗸	*	Size/Clothes:	52	Size/Shoes:	45	
Airport	:	Aalborg			~	*	Father's name:	Jan	Mother's	Maria	
Email:		piotr@wp.pl				*	Admitted attactions		name:	2	_
Phone	1:	1231234#				*	Marital status:	MARRIED V	No of children:		
							Phone 2:	12346	Phone 3:	326 596 369	,

You may also upload other details including photo scan.

Upload a clear passport size colour photograph with white background— 'In JPEG Format'. Photo specification: It should be 1.75" x 1.75" (45 mm. x 45 mm) in size. They should show a close up of your face and the top of your shoulders. The photo must clearly show the person's facial features in a straight forward position from the tip of the chin to the crown of the head as well as the left and right sides of the face. In the case of voluminous hair, it must be ensured that the head (including the hairstyle) is fully depicted without reducing the size of the face. The face must be <u>centred</u> in the photo. Photograph to be taken within the 6 months preceding the date of

application, to ensure an up to date likeness. Max. file size = 2MB

Personal	Education	Certificates	Sea	experience	Shore e	xperience	Emp	loym	ent docs			
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Addres	s:	Gdańsk*						*	Eyes:	Brown	Hair:	Grey
City:		Gdynia						*	Height:	180	Weight:	110
City co	de:	81-574	*	Country:		Burundi	~	*	Size/Clothes:	52	Size/Shoes:	45
Airport	;	Aalborg					~	*	Father's name:	Jan	Mother's	Maria
Email:		piotr@wp.pl						*			name:	
Phone	1:	1231234#						*	Marital status:	MARRIED 🗸	No of children:	
									Phone 2:	12346	Phone 3:	326 596 369

Date entry:

- entering date use format: dd.mm.yyyy (i.e.: 01.01.1998)
- you can also enter date required using calendar which is opening when you click date field:

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- to change date you can use arrows to move date back or forward respectively



you can also click date bar to choose date year range, select respective year then month and day.

Box marked contain scroll down list. These lists have to be used for choosing:

- in tab "Personal" position, nationality, sex, country, airport, marital status
- in tab **"Education"** grade of language knowledge
- in tab "Certificates"- certificate name, country
- in tab "Sea experience" rank, vessel type, country/flag, ME type
- in tab " Shore experience" rank, installation type, country

A few examples:

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Fitter/Welder Position: FOREMAN Gas Engineer First name: Hydro Mechanic Engine	rom:	15.10.201	*	Birth date: Nationality:	Philippines Pitcaim Polish		Gdy Mal	nia /:	ode:	Example 5 81-504 *	Country:	Philippines Pitcaim Poland	o:
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	one 3:			Marital status:	Sao Tome And Principe		en:			11.1		Sao rome And Principe	

Position list

nationality list

country list



Airport list

Cert. name: list

Application view samples:

How to add photo:

Browse your photo image, click "open" file to upload and click Save button to confirm.

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Final view of "Personal" tab

First name: Piotr Marcin Last name: Testowy Birth date: 02.01.1979 Nationality: Polish Address: Gdarisk* City: Gdynia City code: 81-574 Airport: Aalborg Email: piotr@wp.pl Phone 1: 1231234#	 Birth place: Sex: Country: 	GDYNIA Male Burundi	* * * * * * * * * * * * * * * * * * * * * * * *	Photo scan: Pesel: Eyes: Height: Size/Clothes: Father's name: Marital status:	Copy.jpg Choose File N 123123 Brown 180 52 Jan	o: 202005140927(o file chosen Hair: Weight: Size/Shoes: Mother's name:	Grey 110 45 Maria
Birth date: 02.01.1979 Nationality: Polish Address: Gdańsk* City: Gdynia City code: 81-574 Airport: Aalborg Email: piotr@wp.pl	<pre>* Sex: * Country:</pre>	Male	* * *	Pesel: Eyes: Height: Size/Clothes: Father's name:	Choose File N 123123 Brown 180 52 Jan	Hair: Weight: Size/Shoes: Mother's	110 45
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Email: piotr@wp.pl			*				Maria
			*	Marital status:			
Phone 1. 1231234#				manital status.	MARRIED 🗸	No of children:	2
				Phone 2:	12346	Phone 3:	326 596 36

View Education **tab:** in this screen you can add your education details.

When entries completed remember to click Save button

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School name:		Dat	e from: 1	Date to:				

View Certificates tab:

in this screen you can add your certificates and courses details including copies of documents.

Box "**Cert. name:** " from scroll down list choose certificate/ course name , add required details and attach document copy. To attach document click " **Browse**" button, link document copy and click " **Save**" button. **Remember: fields marked by asterisks (*) have to be filled-in**

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Then you should click "New" button to start adding next document

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When document's copy subsequent link has been set ("Browse") always remember to click "Save" button, to ensure data will be exchanged after "Log Off"

ViewSea experiencetab: in this screen you can add your previous sea service record.When details of sea service period has been completed click " Save" button.To add next sea service period details click " New" button and continue as stated above.Remember: fields marked by asterisks (*) have to be filled-in

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View

Shore experience

tab: in this screen you can add your shore service record.

In same way as shown above in sea experience tab

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Remember: fields marked by asterisks (*) have to be filled-in

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If new document for the seafarer is ready in O!JA profile, an automatically generated message is sent to seafarers email address – example below.

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On this screen you will find information concerning your assignment and linked documents.

First you have to click row you like to download linked document – row gets highlighted blue.

Than in "Company msg:" box you will see short message and in "Company File:" box you will find link to document. Next step - just click Download button to download document, which you can save on your computer and print.

After signing document/contract make scan of all pages and link scanned file using Browse button. In "Seaman note:" box you can add your text message (for example: contract signed). When it has been completed click Save button to ensure data will be exchanged after "Log Off". <u>Remember:</u> you must combine the signed document in the same line from which it was downloaded.

File size max. 2 Mb. File format type – " .pdf " preferable

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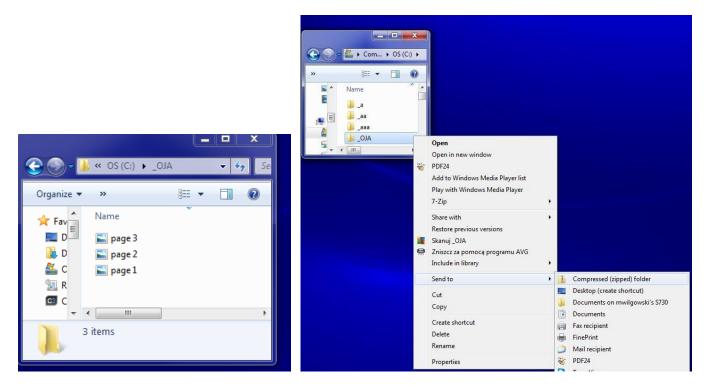
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button to ensure data will be exchanged after "Log Off".

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Under tab **"Employment docs" screen** in highlighted activity row you may link 1 file only.

If you scan document containing few pages you need to merge all pages into 1 PDF file before you link this. When you are unable to set scanning mode on your scanner into PDF file format or merge pages you should save each page separately in one folder. Then just ZIP this folder and link into proper activity row as mentioned above.



How to ZIP folder:

- 1. save each page in the same folder
- 2. Make right click on folder name, choose "Send to" command and click "Compressed (zipped) folder "

You may receive system warning:

Compressed (zipped) Folders	
Windows cannot create the Compressed (zipped) Folder here. Do you want it to be placed on the desktop instead?	
Yes No	_OJA

3. Just simply click **"Yes" button** and zipped folder will be saved on computer Desktop.

4. Link zipped folder into proper activity row and "SAVE". Remember zipped folder size max. 2 Mb.

When all is done "Log off " from your O!JA profile.