



## APPLICATION FOR JOB SHADOW

**Observer (Job Shadow):** Job Shadow is an educational experience that introduces observers to a particular job or career by pairing them as an unpaid observer with a Foss employee who is a subject matter expert (SME). The job shadow experience is designed to be a one-time observation only experience, lasting one to eight hours and is intended to be solely for the benefit of the observer. The goal is to help individuals learn about careers at Foss and the maritime industry. The observer will follow or “shadow” the SME as he/she performs normal work activities. The observer may observe, ask questions, and gain first-hand knowledge of the career and workplace environment. The SME is considered to be the observer’s supervisor. The job shadow experience does not fulfill any hands-on experience; therefore, the observer will not engage in any activity during their experience.

Full Name:

Birthdate:

Email:

Phone:

Current Address:

Present Employer:

Are you currently enrolled in school:

School:

Grade:

Major:

Person to notify in case of emergency:

Relationship:

Address:

Phone:

Please select the type of work you would like to shadow:

Type:

Specialty:

Please select the location where you anticipate performing your job shadowing experience:

Month/day that you would prefer to participate:

How many hours (8 hours max):

Briefly explain which area/department you would like to observe and why:

Do you need any special accommodations due to a medical condition or disability?

Please read carefully each paragraph, initial and sign:

I understand that I am not an employee, contractor, agent or partner. I hereby, release, indemnify and hold harmless Foss and its officers, directors, employees, agents, representative, and facilities from any and all liability arising out of or resulting from my participation in the Job Shadow Program.

I understand that in the Job Shadow experience I am not to engage in any work activity, have any physical contact with machinery, vessel or shipyard operation equipment, computers, files, or have verbal contact with customers, vendors, or representatives.

I understand that during the course of my experience I may become aware of confidential information concerning company business. I will not use, disclose, or release any information concerning Foss company business to any person without the expressed permission of my Foss supervisor.

I will act in a professional manner and I must abide by the rules, regulation, policies, and procedures of Foss Maritime. In addition, I will wear the appropriate attire and abide by all safety requirements at all times.

I understand my participation in the Job Shadow Program is at the sole discretion of Foss Maritime Company and can be revoked at any time.

Media: I agree\_\_\_ I disagree\_\_\_ to allow my photograph or video image to be used for marketing materials to promote Foss' Job Shadow/Internship Programs.

Applicant Signature/Date

Custodial Parent Guardian (if under 18) and Date