



'How To' Guide For Completing The Mercy Ships Application

Please read the following guide on how to complete various parts of our application process. Each applicant will be required to submit different documents, so only a few of these may pertain to you. We thank you in advance for completing these in a timely manner to avoid delays in processing your application.

Helpful Reminders:

Volunteer Status

- You have applied for a **volunteer** position/role with Mercy Ships. These are not given a salary/stipend.
- Each volunteer is responsible for paying their transportation costs to and from the ship's location, and all personal expenses while on board. (Financial support may be available.)

Family Separation

- We believe that families are important and encourage our crew to maintain a healthy life/work balance, which includes not being separated for more than a three-month period.
- For parents (single or otherwise) who can show proof of extended family caring for their teenage children, an exemption may be warranted.
- Family includes spouse, children under age 16, and/or vulnerable adults in the care of the volunteer.

Item	Relevant Instructions for Completion and Submission (done via your Application Account)	Deadline to Complete
Background/criminal records check	<p>If required, you will be asked to complete a background check.</p> <p>US citizens: As a US citizen, you will be sent a link to complete a check with our partner, Sterling. Once complete, we will receive the results from Sterling. If you sign up for alerts, you will receive a copy. You will be notified if there is an adverse report, regardless of your alert settings.</p> <p>UK citizens: As a citizen or resident of the United Kingdom a DBS check is required and must be completed before your approval for the position. Instructions will be sent to you by the UK Crew Support Coordinator.</p> <p><i>How to submit: A separate message will be sent with further information if a background check is required and if not from a country stated above.</i></p>	Within 14 business days once the information is sent to your Message Center

<p>References (you have two options to choose from to submit)</p>	<p>Employer, Medical, and/or Spiritual References</p> <ul style="list-style-type: none"> • The Employer Referee needs to be someone that currently works with you or has worked with you in the past. • If you are self-employed and do not have an employer, you can get a reference from someone with whom you have done business who can comment on your work quality and skill. • The Medical Professional referee needs to be someone that has (or has had) a supervisory role over your work in a clinical setting. • If you do not have a Spiritual/Pastoral Leader, you can use a mentor, teacher, or coach instead (there is an option when you add the referee details.) <p>Go to your Task Center, click on the task, then click the link to 'add a reference'. From there, you will have two options.</p> <p>1. Select <u>email</u> to have the form sent to your referee as a link. After you add and save the referee, click submit so the link is sent to your referee (we recommend letting your referee know to expect the email, as it sometimes goes to spam/junk mail).</p> <p><u>or</u></p> <p>2. Select <u>paper</u> to download and print a PDF version of the form for you to give directly to your referee. You will then need to upload the completed form when it is completed. You will click submit after uploading the form.</p> <p><i>How to submit: Upload to your Task Center</i></p>	<p>Within 14 business days once assigned in your Task Center</p>
<p>Medical BLS/CPR certificate (or equivalent)</p>	<p>If required, you will be asked to submit a BLS/CPR certificate once you are offered dates to serve. (If you do not have this yet but applied for a medical role on board, ask your Coordinator for recommendations on certificate options).</p> <p><i>How to submit: Send back as an attachment to a message to your Coordinator</i></p>	<p>Within 14 business days once requested</p>
<p>Medical License</p>	<p>You will need to show evidence of your medical license to practice. Please take a photo or scan a copy of your license.</p> <p><i>How to submit: Send back as an attachment to a message to your Coordinator</i></p>	<p>Within 14 business days once requested</p>
<p>Resume/CV (in English)</p>	<p>As English is the business language of Mercy Ships, we need to receive your Resume/CV in English so it can be reviewed by heads of departments and other staff who will look at your application.</p> <p><i>How to submit: Upload to your Task Center (if not already submitted on the main application)</i></p>	<p>Within 5 business days once assigned in your Task Center</p>

<p>Spark Hire (video interview platform)</p>	<p>If required, your Coordinator will send a personalized link for a video interview in a separate message. Once you click on that link, it will take you to the interview platform called Spark Hire where you will be instructed on how to complete your interview.</p> <p>The Spark Hire must be completed on a desktop or laptop computer.</p> <p>We know interviews can be daunting. Need a few tips? Click here!</p> <p><i>How to submit: Look for separate message and respond to Coordinator</i></p>	<p>Within 14 business days once the link is sent to your Message Center</p>
<p>Technical Certificates/Licenses</p>	<p>If required, we will request that you upload copies of your maritime certifications or other technical certificates. (Example: Certificate of Competency, GMDSS, I/9 Medical Certificate, VI/1 Basic Training, VI/6-1 Security Awareness.)</p> <p><i>How to submit: Send back as an attachment to a message to your Coordinator</i></p>	<p>Within 5 business days once requested</p>
<p>Passport</p>	<p>We will need a clear, color copy of your passport ID page so we can request a visa for you to have on file for immigration reasons. The color copy needs to have no edges cut off and cannot be blurry. While security measures built into the passport will lead to some glare, try and reduce the glare as much as possible.</p> <p><i>How to submit: Upload to your Task Center</i></p>	<p>As soon as requested</p>
<p>Personal Health History (PHH)</p>	<p>This is a short summary about your health so we can identify if there are any potential issues that may possibly prevent you from moving further in the application process. For more info click here. It can be completed by you and does not need to be completed by a health provider.</p> <p><i>How to submit: Complete in your Task Center</i></p>	<p>Within 5 business days once assigned in your Task Center</p>
<p>Physician's Evaluation</p>	<p>For the physician's (physical) evaluation, click on the task then click the download link to download the form.</p> <ul style="list-style-type: none"> You can use a previous exam if it is less than 12 months old, and all the information requested on the form is covered. We can also accept an evaluation from a Nurse Practitioner or Physician's Assistant. <p><i>How to submit: Complete in your Task Center</i></p>	<p>Within 3 to 4 weeks once assigned (on average)</p>
<p>Updating your Availability</p>	<p>It is helpful to know when you are available to volunteer with us, especially if your original time commitment has changed. Please follow these instructions to update your availability in your account which helps our Crew Staffing Team in their planning.</p>	<p>Can be done anytime</p>
<p>Vaccinations</p>	<p>Requirements for vaccinations will be shared with you by your Coordinator. Please follow instructions given.</p>	