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

### **Registration:**

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

## https://as-tech.odms.eu

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

Online! Job	Application - O!	IJA
Privacy policy	<u>Help</u>	v.3.1.3.0
Login	New user: First name: Last name: Email: Password: Confirm Password:	
Read "Terms and conditions ", man full Terms and conditions Online! Job Application - O!JA Terms of use Privacy policy Help		
■ Based on Article. 6 and 9 of Regulation (EU) 2016/679 of the Europe of the Council of 27 April 2016 on the protection of individuals with regard of personal data and on the free movement of such data and repealing Di declare that 1 am expressing consent to the processing of my persona solutions sc with headquarters in Gdynia, ul. Orna 6/3, having the NIP nu 5 and REGON 220751374, which will be their administrator, for current a o mediate in the recruitment and employment process for foreign shipow he purposes necessary to implement the seafarer employment contrar ecurity, in accordance with the requirements of the MLC 2006 Convention Va podstawie art. 6 i 9 Rozporządzenia Parlamentu Europejskiego i Rad Inia 27 kwietnia 2016 r. w sprawie ochrony osób fzycznych w związku lanych osobowych i w sprawie swobodnego przepływu takich danyu tyrektywy 95/46/WE oświadczam, że wyrażam zgodę na przetwarzan usebowych przez AS-Tech Solutions s.c. z siedzibą w Gdyni, ul. Orna umer NIP 586-232-39-75 oraz REGON 220751374, która będzie ich ac elow obecnych i przyszłych działań w celu pośrednictwa w procesie rekru a ramatora zagranicznego, w tym do celów niezbędnych do realizacji mar racę i jej finansowego zabezpieczenia, zgodnie z wymaganiami Kom Oświadczam, że wyrażam zgode na przesyłanie danych osobowych do p	d to the processing rective 95/46 / EC, il data by AS-Tech imber 586-223-29- and future activities viners, including for ct and its financial h. (y (UE) 2016/679 z z przetwarzaniem ch oraz uchylenia nie moich danych a 6/3, posiadającą dministratorem, dla utacji i zatrudnienia ynarskiej umowy o wencji MLC 2006.	

Terms and conditions available here.

Accept

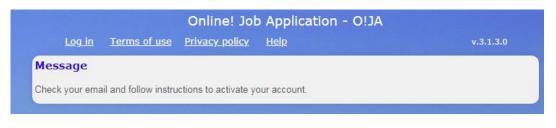
przetwarzanie moich danych osobowych w powyższych celach dobrowolnie i zostałem poinformowany o możliwości wycofania zgody w każdym czasie.

After click

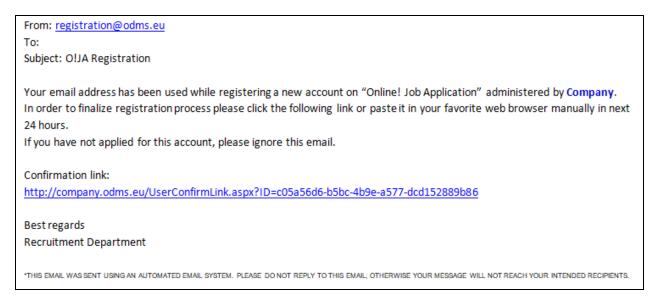
button auto-generated e-mail is sent in order to confirm and activate your account login

Accept

Next screen: Message - check your e-mail in order to activate account

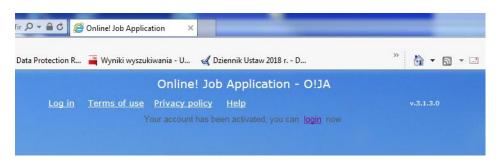


#### **Registration e-mail template:**



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				
Positio	n:	Electro-Tec 🗸	* Ready fro	om: 09.1	2.2014	*					Save
First na	ame:	Piotr Marcin				*		Uploaded photo	: 2020051409270	)4 (2) -	
Last na	ame:	Testowy				*		Copy.jpg			
Birth d	ate:	02.01.1979	* Birth plac	ce: GDY	YNIA	*	Photo scan:	Choose File No	) file chosen		
Nationa	ality:	Polish 🗸	* Sex:	Male	e 🗸	*	Pesel:	123123			
Addres	s:	Gdańsk*				*	Eyes:	Brown	Hair:	Grey	
City:		Gdynia				*	Height:	180	Weight:	110	
City co	de:	81-574	<ul> <li>Country:</li> </ul>	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 **centred** 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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Last na	me:	Testowy						*		Copy.jpg		
Birth d	ate:	02.01.1979	*	Birth pla	ce:	GDYNIA		*	Photo scan:	Choose File	No file chosen	
Nationa	ality:	Polish 🗸	*	Sex:		Male	~	*	Pesel:	123123		
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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24		23	22	21	20	19	18
31	14	30	29	28	27	26	25
7		6	5	4	3	2	1

- 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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Chief Engineer odms.eu/Seaman.a Chief Officer Cleaner	<b>∧</b> oplicati	on ×		ation (2) 🎲 Apply for	Niue Norfolk Island North Korea Northern Mariana Islands	>	otection R			Privacy policy H	alp a experience Shore		^
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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.

Name       Date modified       Type       Size       docs         imploto       27.03.19 16:23       JPEG image       83         imploto       27.03.19 16:41       Adobe Acrobat D       11         imploto       27.03.19 16:38       JPEG image       57         imploto       27.03.19 16:41       Adobe Acrobat D       68         imploto       27.03.19 16:25       JPEG image       97         imploto       27.03.19 16:25       JPEG image       97         imploto       Imploto       Passport not uploaded.         imploto       All Files (*.*)       Passport No:       aaaa         imploto       All Files (*.*)       Imploto       Passport No:       aaaa         imploto       All Files (*.*)       Imploto       Hair:       Imploto	New folder		·= • []	0			v.3.1.3.0 <u>Chan</u> g	<u>ge password</u> <u>L</u>	og off
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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#	<ul> <li>* Birth place:</li> <li>* Sex:</li> <li>* Country:</li> </ul>	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	<ul> <li>* Sex:</li> <li>* Country:</li> </ul>	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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Knowledge of:		•	•					
School name:		0.5	e from:	Date to:	Additional remarks:			
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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Advanced Traini	ng in Oil Tank	er Operations			XXX-XXXX-XXX	XXXX	28.03.2016	2

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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### Remember:

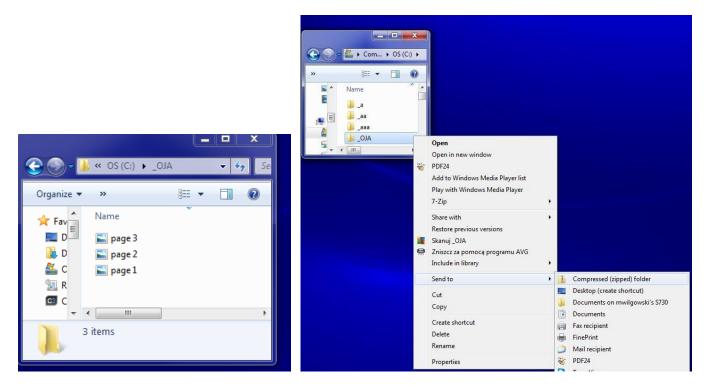
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button to ensure data will be exchanged after "Log Off".

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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.