

CREWJOURNEY PROCESS

Welcome to your new career at sea with Cunard. This document provides you an overview of your onboarding journey.

information on the Crew Hub including what to pack, the daily routine and onboard facilities.

<u>Click here</u> to visit the Crew Hub and learn more about living and working on a Cunard ship.

COMPLIANCE IN PROGRESS

24/48 HOURS AFTER JOB OFFER

Congratulations on your new role! We're looking forward to welcoming you onboard. The Compliance Portal of Jobtrain is now accessible allowing you to begin your onboarding journey. You will be able to access your portal here. Initially this will mean collecting your right-to-work documents.

Email from: Check your email inbox as you will receive an email from our Recruitment Team

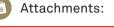
Correspondence:

Action required:

- Successful application email and new hire document including:
- Right to work
- Passport information
- Proof of address
- English language test if required
- Any training certificates
- Any rank specific training requirements
- Green Room Portal access for company updates



• Follow the link suggested in the email and complete documents within 4 days



🖉 Documents required for upload into Jobtrain portal as listed



ONBOARDING PROCESS BEGINS

2-6 WEEKS AFTER JOB OFFER

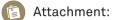
We will support you through this process, making sure you complete all necessary paperwork, training and have the documentation you need. Initially this means getting all the required compliance and visa documents ready for you to start your career at sea. At this point, your Jobtrain portal access will move from the Recruitment section to the Onboarding section.



Email from CUK <CunardGEonboarding@carnivalukgroup.com> <PandOGEonboarding@carnivalukgroup.com> <maritimeonboarding@carnivalukgroup.com>

Correspondence:





- Formal Offer of Employment letter
- · Recommendation of Employment letter
- Personal Information form
- Bank form
- Nominated beneficiary
- Uniform Sizing Chart
- Bermuda ID application form
- Bermuda Seamans Discharge Book application
- MMR/ Hep A Vaccination form
- Medical Certification
- C1D Visa and MC Visa guide

Action required:

· Complete and upload as requested via Jobtrain

🖉 Documents required for upload into Jobtrain Portal as listed

During the training and compliance to chase anything outstanding, ensuring we get you ship ready as quickly as possible.

TRAINING

Whilst you are obtaining your compliance documentation our Training team will be in touch with you via email to help support with any required training courses. Following your confirmation of availability, the team will send you your training Joining Instructions.

Email from: Maritime <FleetTraining@carnivalssi.com> (GE) guestexperiencetraining@carnivalukgroup.com

Email contents:

Email #1

- Specific training requirements • Course dates and availability
- Request any further certificates

Email #2

- Training Joining Instructions
- Fight and accommodation details
- How to claim expenses

Action required:

Email #1

 Confirm availability Provide any outstanding certificates

Email #2

Confirm receipt of Training Joining Instructions



· You may be required to provide copies of your training certificates to make sure you're compliant and ship ready.

Email #2

• Training Joining Instructions



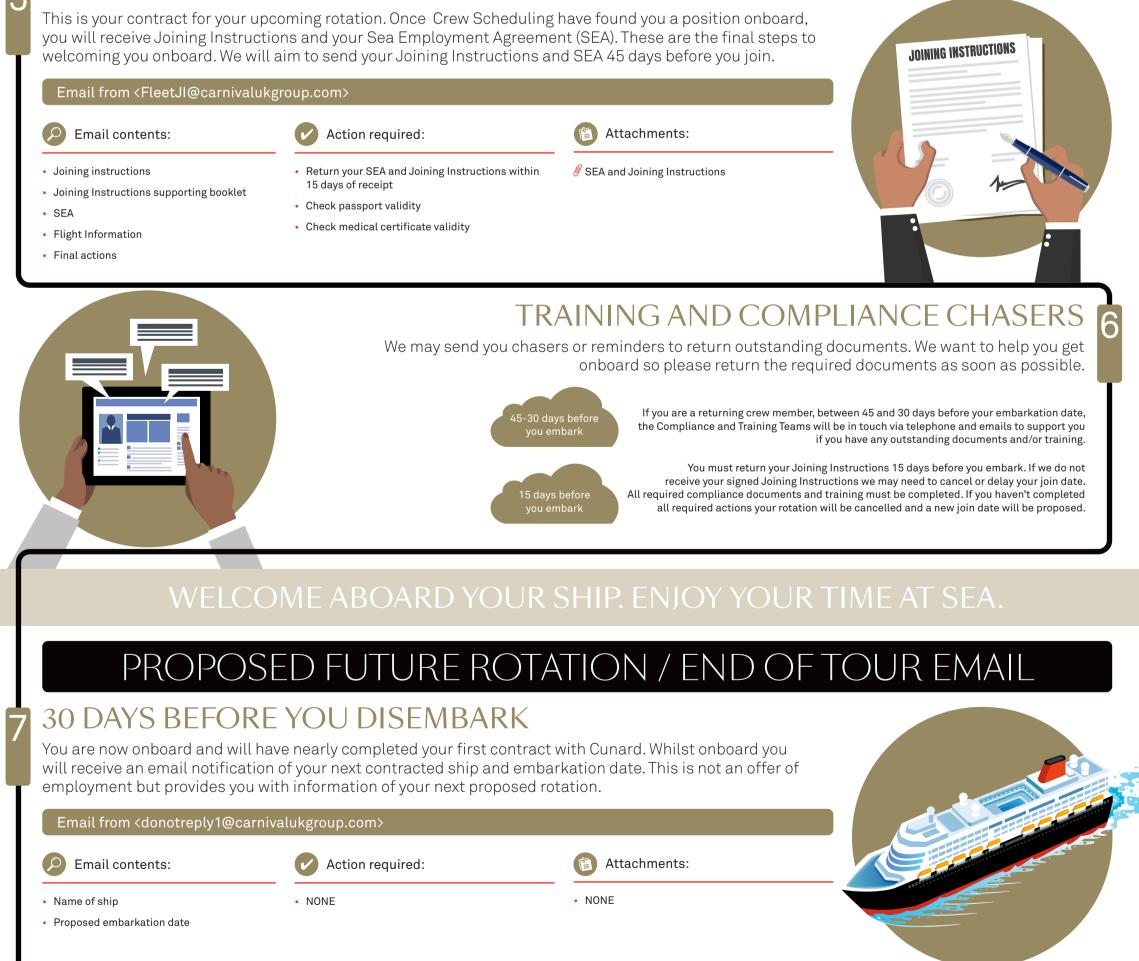
CREW SCHEDULING

	8-12 WEEKS AFTER OFFER Once you've completed onboarding, if there is an upcoming rotations opportunity, the Crew Scheduling team will be in touch with you to advise you of your planned join date.		
	Email from: <cunardgerotations@carnivalukgroup.com> <pandogerotations@carnivalukgroup.com> <maritimerotations@carnivalukgroup.com></maritimerotations@carnivalukgroup.com></pandogerotations@carnivalukgroup.com></cunardgerotations@carnivalukgroup.com>		
	Email contents:	Action required:	The Attachments:
	 Introduction to the team and rotation information 	• Email response to confirm your planned join date	• NONE

JOINING INSTRUCTIONS AND SEA EMPLOYMENT AGREEMENT

45 DAYS UNTIL YOU EMBARK

This is your contract for your upcoming rotation. Once Crew Scheduling have found you a position onboard, you will receive Joining Instructions and your Sea Employment Agreement (SEA). These are the final steps to



END OF TOUR COMPLIANCE EMAIL



It's nearly time to head back home. In preparation for you signing off from tour, we will share some important information with you via email. The email will list your compliance responsibilities and inform you of any documents that need renewing should you complete a future rotation.

Email from <donotreply1@carnivalukgroup.com>

Email contents:

Action required:



- List of any expiring documents in the next 365 davs
- Advise of any booked appointment dates



· Send any updated documents

Thank you for creating unforgettable holiday happiness for our guests. Enjoy your leave with your family and friends.



If you have any questions during your Cunard Cruises Crew Journey, please read these FAQs or contact one of the team directly:

Compliance Process: CunardGEonboarding@carnivalukgroup.com; PandOGEonboarding@carnivalukgroup.com; maritimeonboarding@carnivalukgroup.com

Training: FleetTraining@carnivalssi.com; guestexperiencetraining@carnivalukgroup.com

Rotations: CunardGErotations@carnivalukgroup.com; PandOGErotations@carnivalukgroup.com; maritimerotations@carnivalukgroup.com

Joining Instructions and SEA: FleetJI@carnivalukgroup.com

If you are travelling to the ship and need assistance please contact Fleet Travel 24/7 support: Tel: +44 (0) 800 0488717 Email: fleettravel@carnivalssi.com