

# CLYDE MARINE RECRUITMENT

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## HOW TO REGISTER & APPLY FOR JOBS

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# REGISTER AND APPLY



## WHY REGISTER?

Clyde Marine Recruitment use a digital system called Ankaa to manage candidate details, certification and assignments.

When shortlisting candidates we share suitable digital profiles with employers so they can see your documents, and experience. This helps them make an informed decision on who to hire, hopefully you!

Additionally we send digital contracts via the system which you can review, amend and sign digitally. By using digital contracts we can be more responsive to our candidates and our clients, getting you on board more efficiently than ever before.

After registering with us you will be asked to create a digital profile which enables you to add your documents, certification, past assignments, personal details etc. Once you have a profile created it is very easy to keep it updated as you complete more assignments and gain new documentation.

# NEW CANDIDATES



## DOWNLOAD THE APP

If you are new to Clyde Marine Recruitment please download Ankaa, this is where you can register, create a digital profile and apply for jobs with us.

The app is by far the easiest way to manage your profile though you can also use a computer - more on this in the following pages.





# REGISTRATION STEPS

## 1. ENTER YOUR DETAILS

- **Personal Details Section**

- First Name
- Surname
- Email
- Department & Rank
- Location

- **Job Application Documents Section**

- CV/Resume

## 2. ACCEPT DATA PRIVACY POLICY

## 3. VERIFY EMAIL ADDRESS

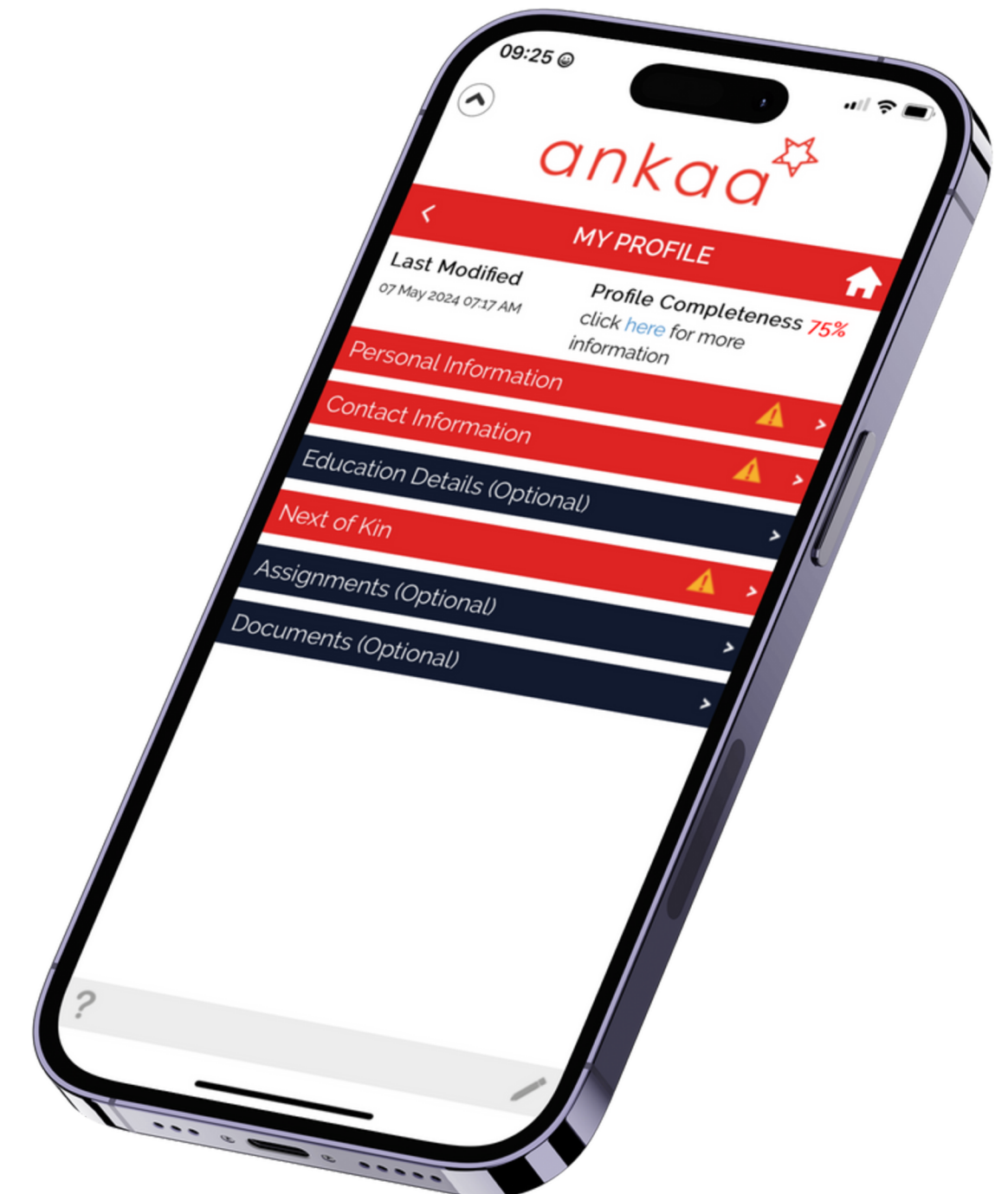
- Check your inbox for a 6-digit activation code.

## 4. ACTIVATE YOUR ACCOUNT

- Enter the code in the app to finalise your registration.

## 5. CONNECT TO CLYDE MARINE RECRUITMENT DATABASE

- If you registered on **the app** see the next page for details on how to connect your **Ankaa Profile** to the CMR database
- If you registered on **a computer** you will already be part of the CMR database





# CONNECT TO CLYDE MARINE RECRUITMENT

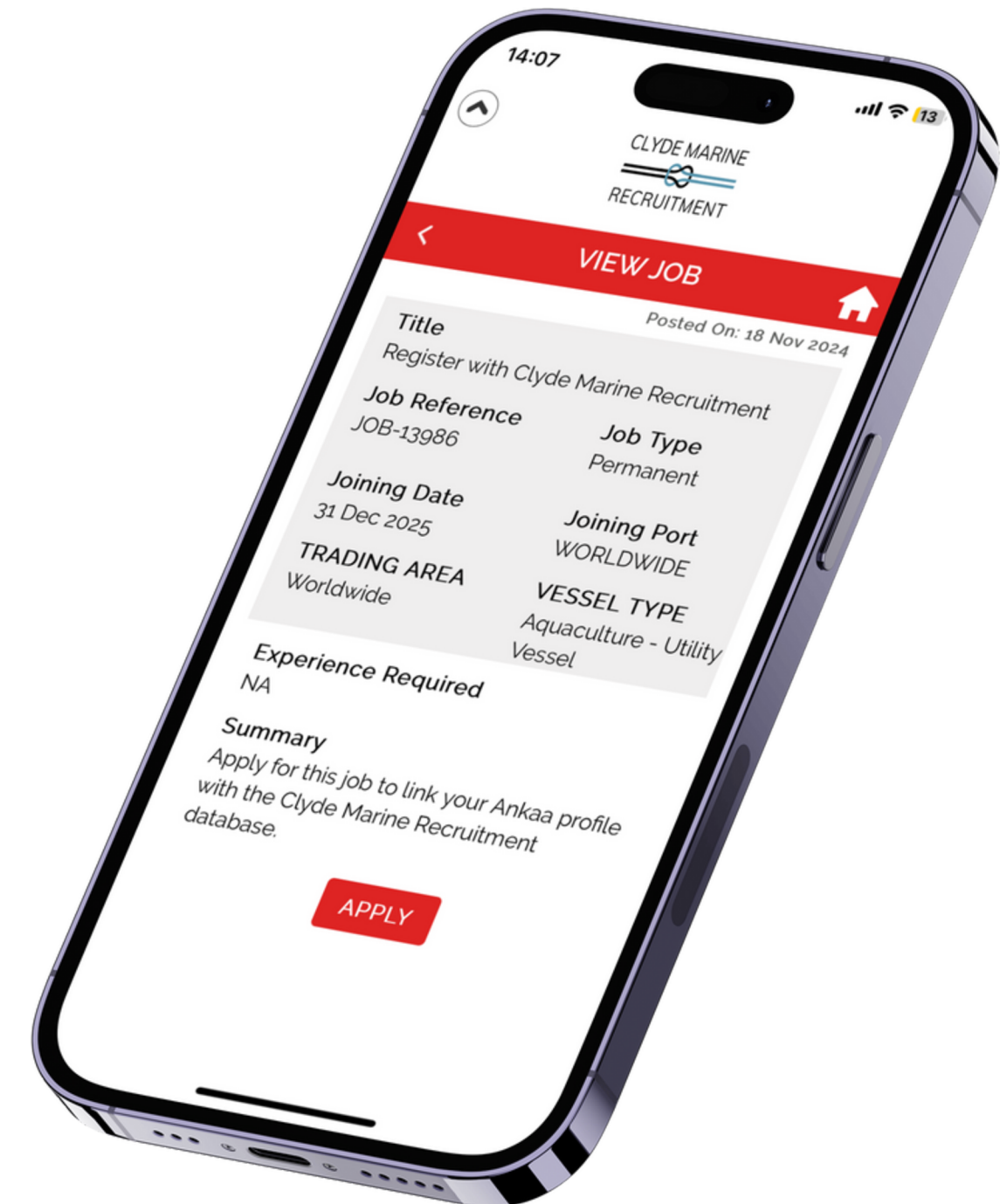


When you register with Ankaa, you create an **Ankaa profile**. To apply for jobs with **CMR**, you must connect your **Ankaa profile** to the **CMR database**.

## 3 WAYS TO CONNECT TO CMR DATABASE:

- Either **Click here** and apply for the generic job to connect your account
- Or visit the **Clyde Marine Recruitment website** and apply for a suitable job
- Or search for **Job 13986** in the app, click apply and follow the prompts on screen

Once you are connected to the CMR database your profile will be visible to our recruitment team and you can apply for jobs.



# COMPUTER LOG IN

If you prefer to use a computer to create your digital profile please follow the link below to register. Please note that this website is specifically for use on a computer and not optimised for mobile devices. If you are on a mobile device please download the app.

## REGISTER ONLINE

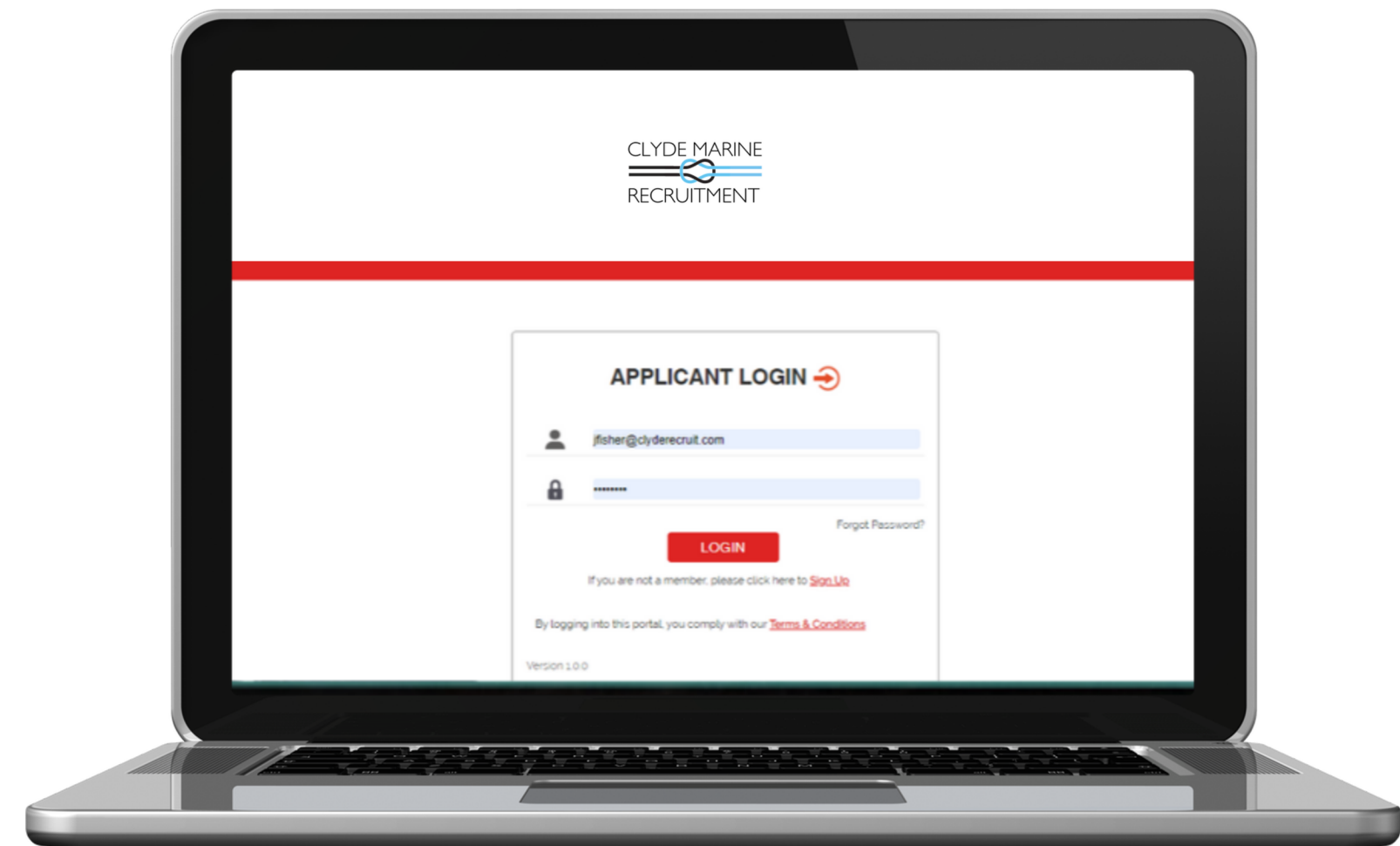
please use the following URL to register

<https://www.clyderecruit.com/register/>

## SIGN IN ONLINE

Please follow this link to log in to your account online

<https://clyderecruit.ankaarecruiter.com/JobSeeker/>



If you have joined the CMR database on a computer and then wish to get the app check out the **Existing Candidates guide**.

# YOUR CMR PROFILE



## BUILDING YOUR CMR PROFILE

Your **CMR Profile** is essential for job applications. It showcases your skills, qualifications, and experience to the Recruitment Team. The team reviews applications and presents suitable candidates to our clients, who always make the final decision on job offers.

To improve your chances of being shortlisted and presented to clients, make sure your profile includes:

### 1. Personal Details

- Name, address, contact email, and phone number
- Date of Birth (DOB)

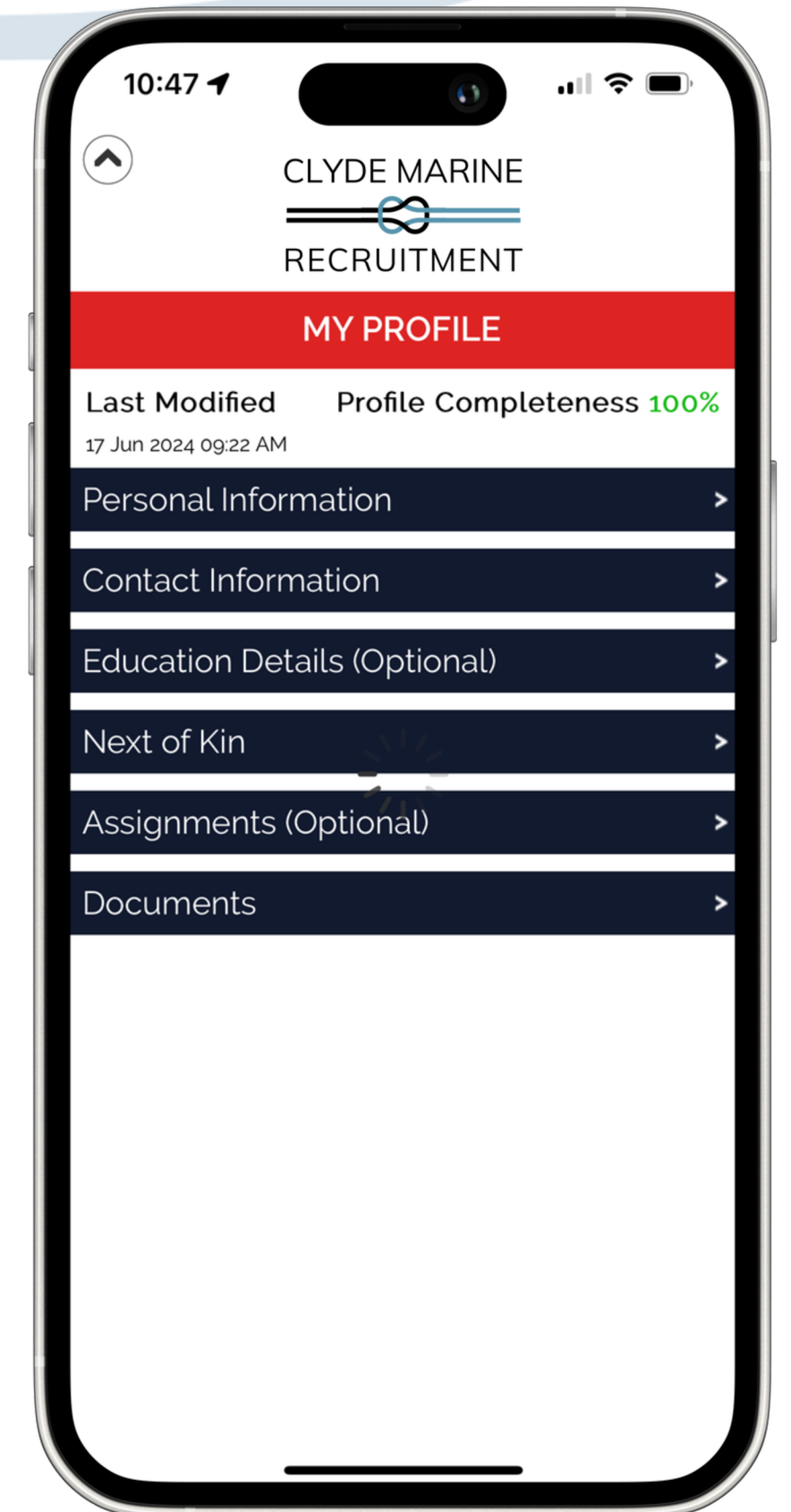
### 2. Document Uploads

- CV, certifications, and travel documents
- Ensure all documents are correctly categorised for verification.
- Upload every document, even those you think might not be essential—clients value seeing the full scope of your experience and qualifications.

### 3. Assignments

- Add your sea service history, listing ship owners as employers.

**Tip: Profiles that are fully completed are much more likely to be shortlisted for jobs.**





# MANAGING YOUR PROFILES

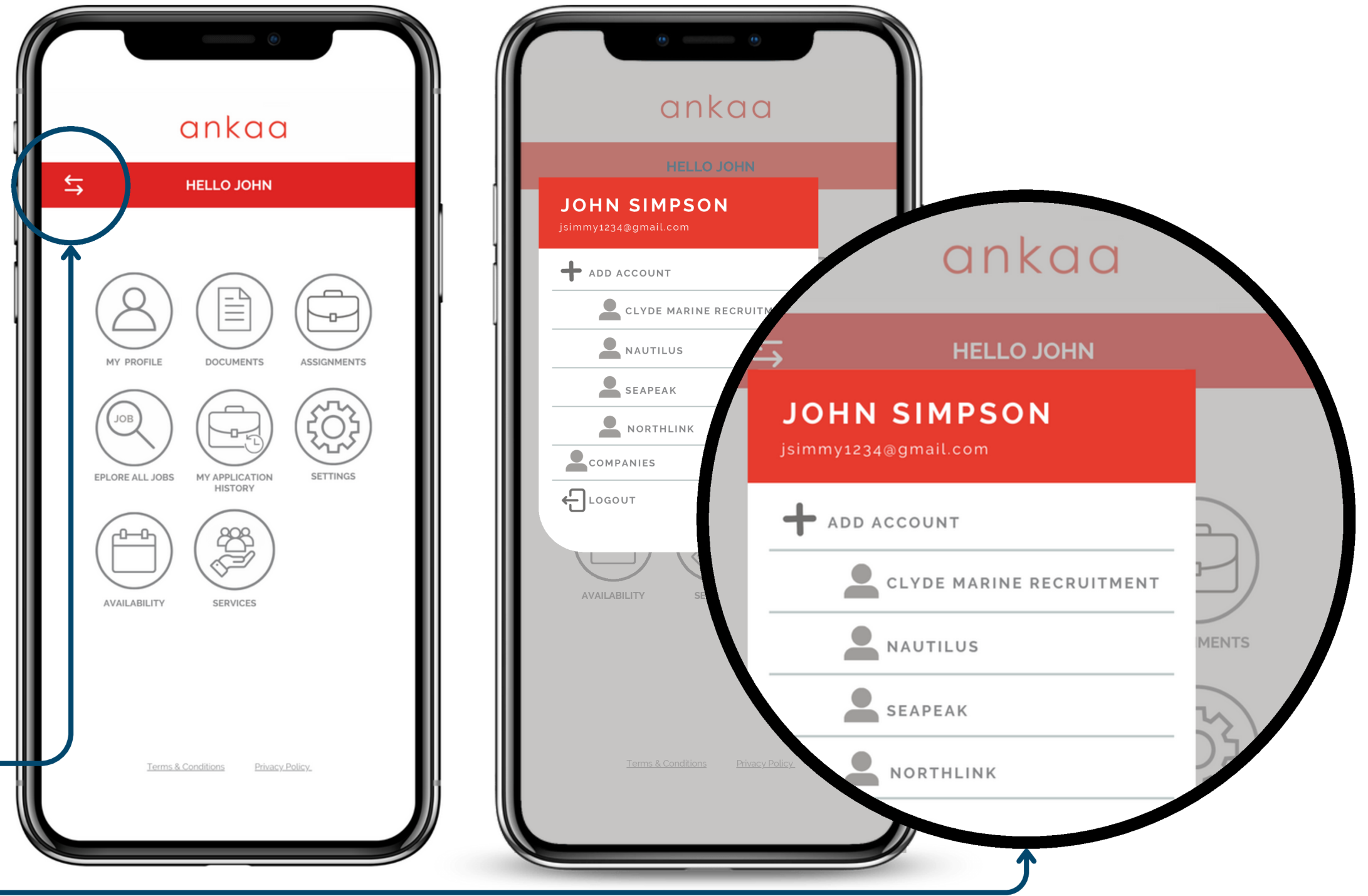
Your **Ankaa profile** is the primary location for storing information and documents. Updates made in Ankaa will automatically sync to your **CMR profile**. However, please note that if you upload a new document directly to your CMR profile, it will **not** sync back to Ankaa.

Additionally, there is specific information required to complete your CMR profile—such as **Next of Kin details, NI/EUID Numbers, Bank details, etc.**—which must be entered directly into the CMR profile.

## HOW TO SWITCH BETWEEN ACCOUNTS

To toggle between your Ankaa and CMR accounts:

- Click the two arrows at the top left of your home page.
- Select the account you want to update.



# DOCUMENTS



## DOCUMENTS

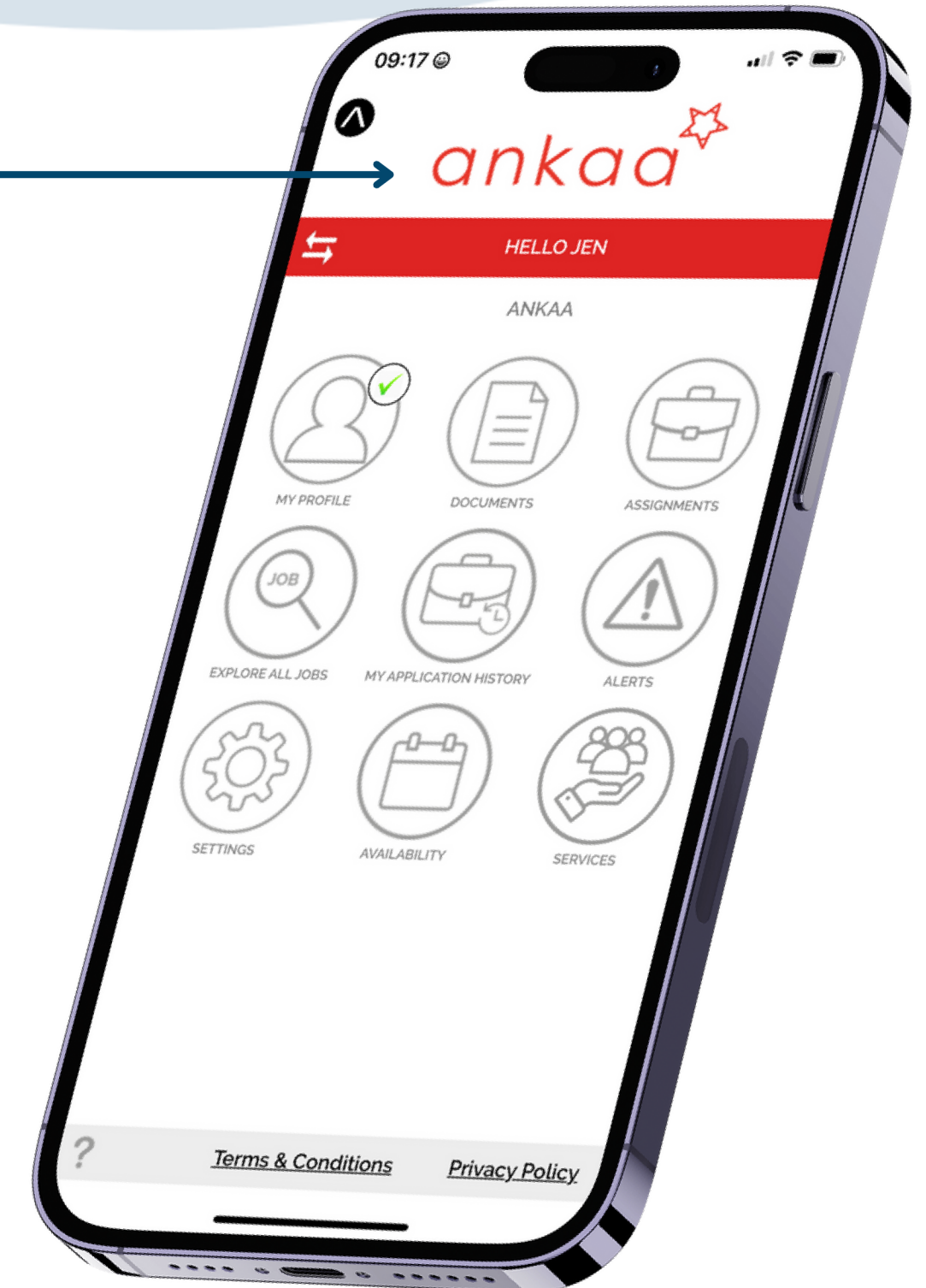
- First ensure you are in the Ankaa Workspace. The ankaa logo will appear at the top of the screen.
- Add your certificates, medical, travel documents etc.
- Attach an image or document upload so the recruitment team can verify your documents quickly.
- Ensure you file your documents correctly using the categories and sub-categories provided.
- Once completed your documents will automatically sync to your CMR profile.

Completed profiles are always more attractive to potential employers. It is our advice to add all your documents, not just the ones you think are essential!



## ALERTS

- View which documents are expiring soon, and which training courses you need to book.



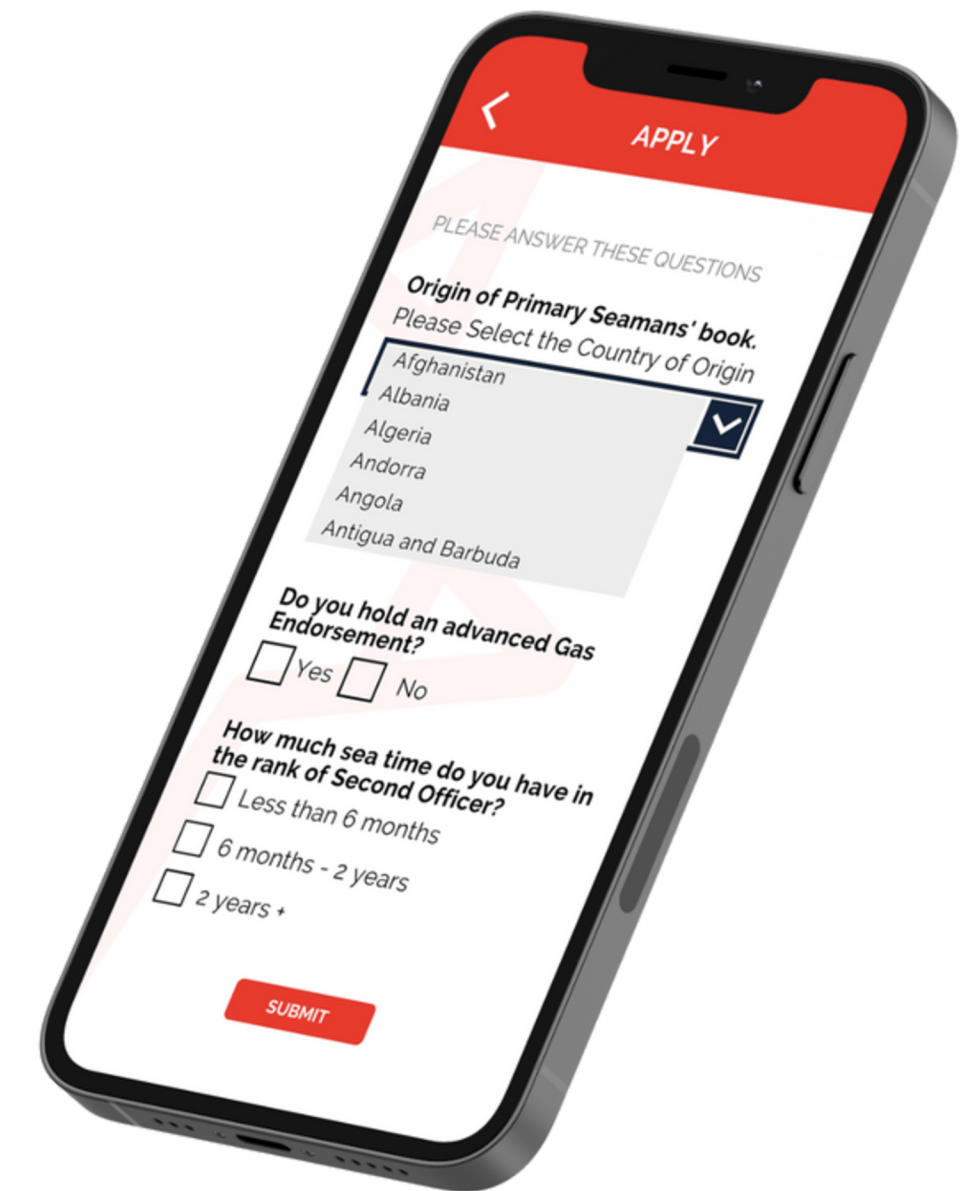
# ASSIGNMENTS



## ASSIGNMENTS

- Add your sea service history, with more information on each role in the description if you wish.
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- If your specific rank is not featured, please select the closest rank and add a note of your specialism in the description.

**When entering past temporary assignments, please put the ship owner as the employer, not the recruitment agency or offshore employer, as this will give a fuller understanding of your experience to prospective employers.**





# APPLYING FOR JOBS



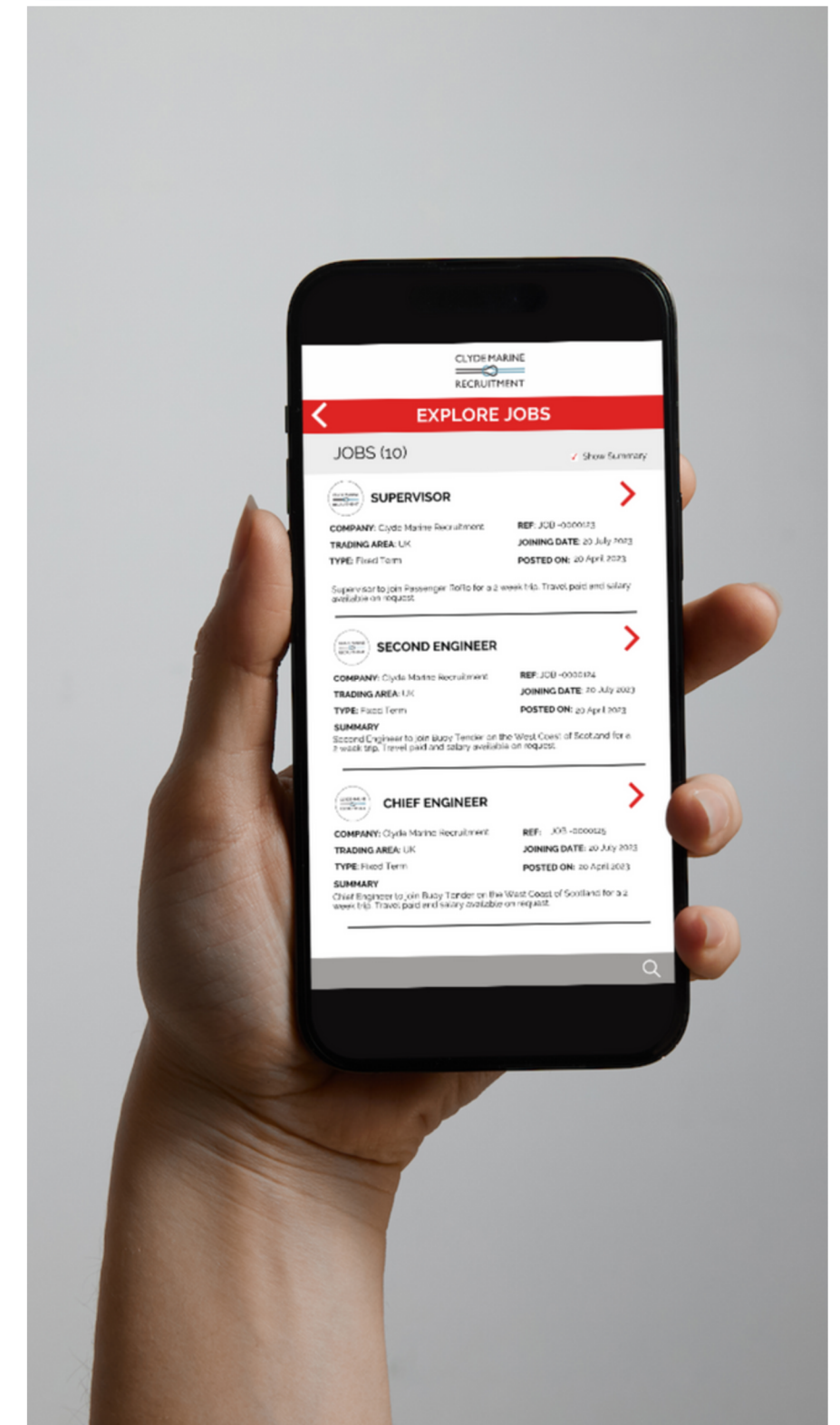
## SEARCH AND APPLY

- Use the app to browse jobs.
- Ensure your profile meets the minimum application criteria.

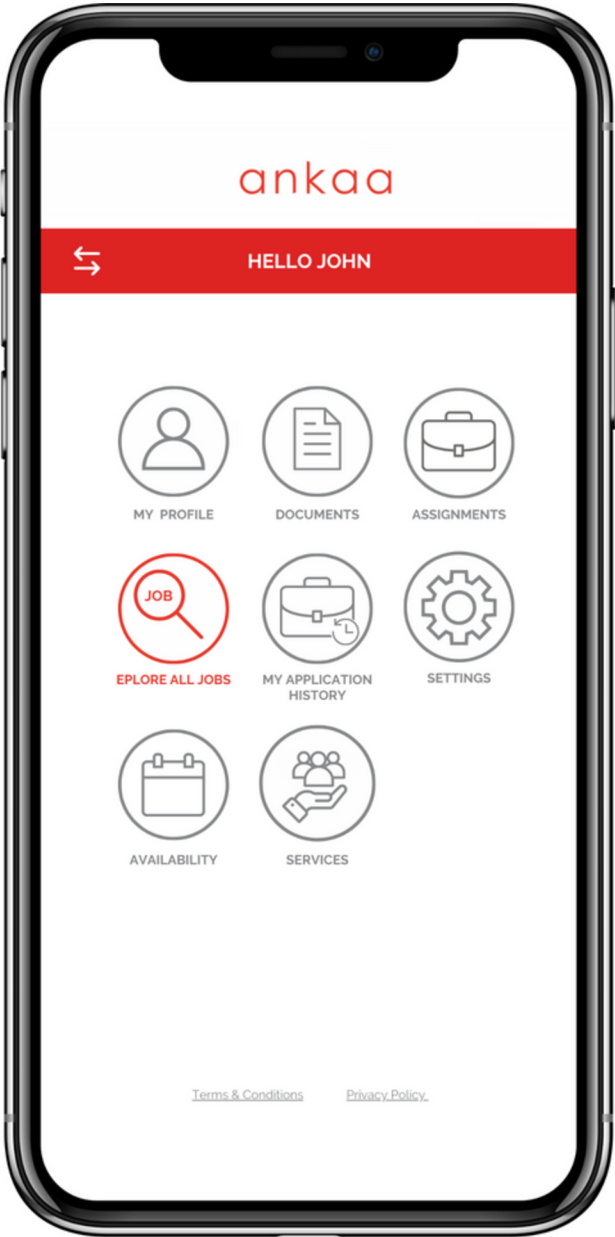
## APPLICATION TRACKING

- Review your past submissions via the “My Application History” section.

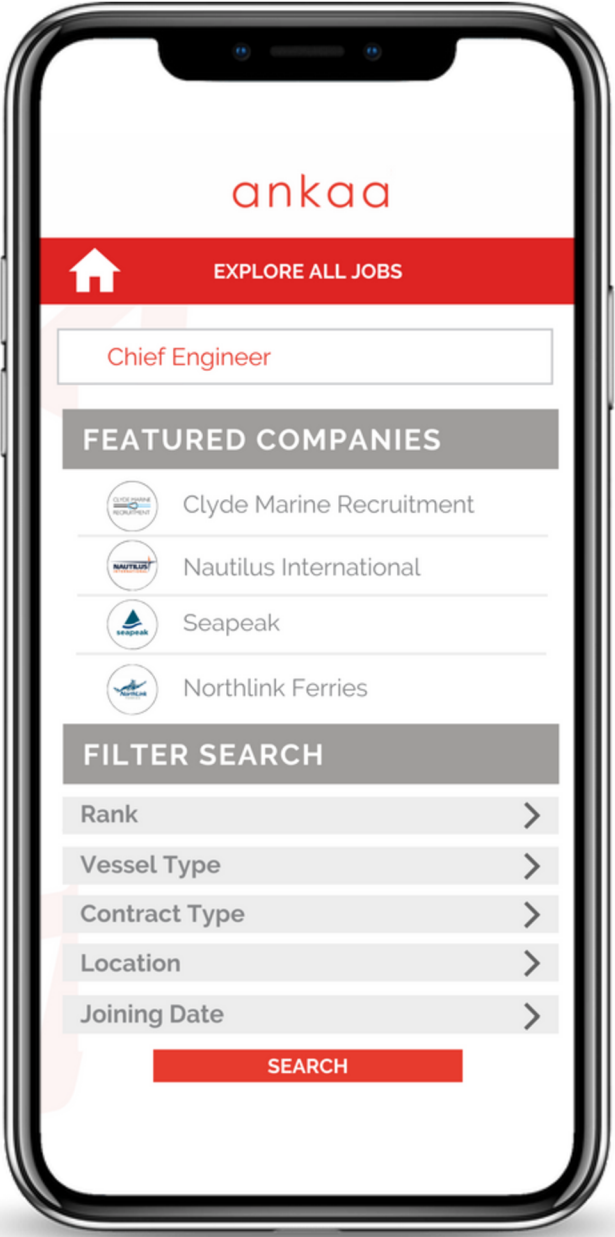
**Please note: Some jobs will have minimum application criteria which your profile must meet to apply - Ensure your documents, details and assignments reflect your qualifications and experience!**



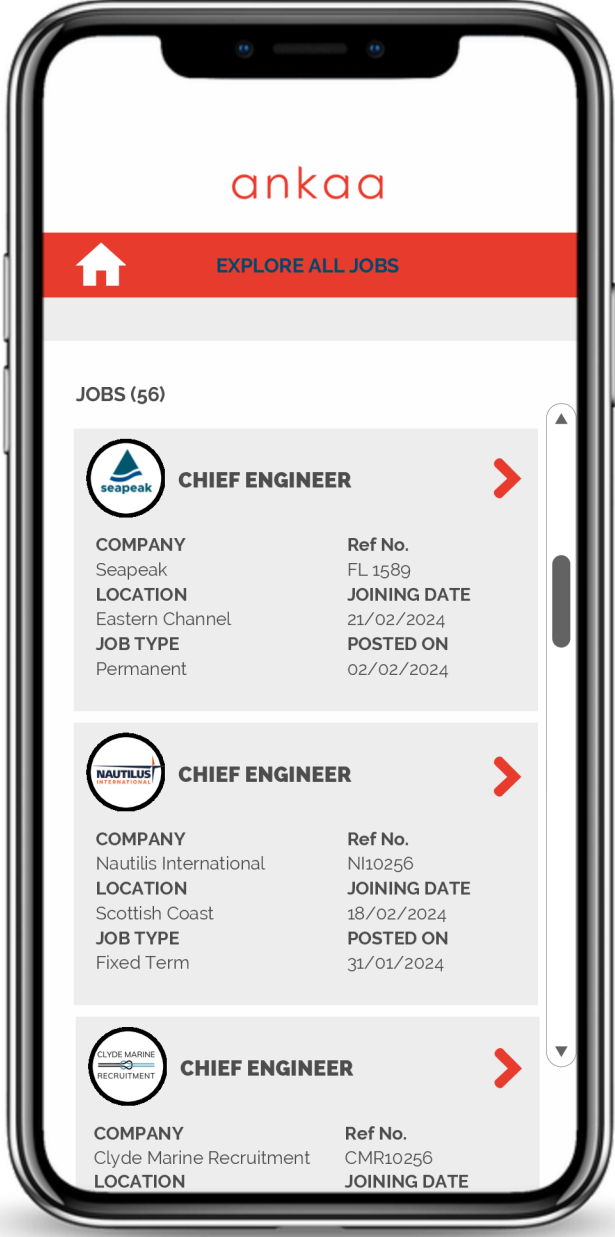
# APPLYING FOR JOBS



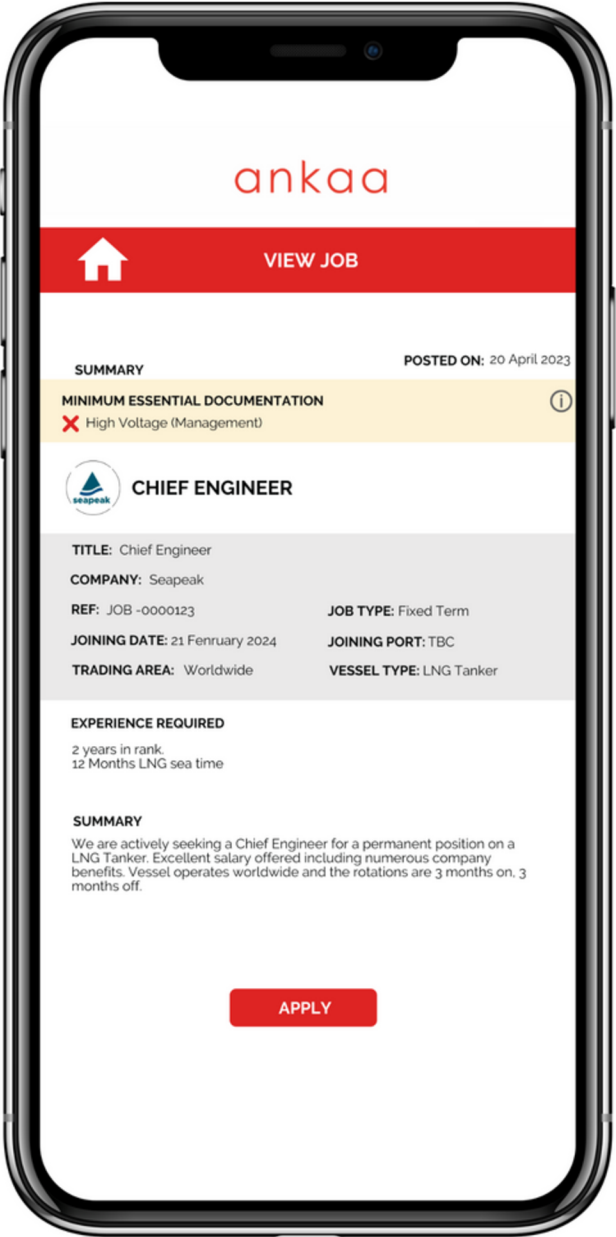
EXPLORE  
ALL JOBS



KEYWORD  
FILTER APPLIED



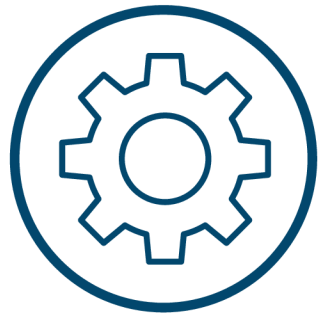
VIEW AVAILABLE  
JOBS



APPLY FOR  
SELECTED

# NAVIGATING THE ANKAA APP

Here are some highlights; feel free to explore more!



## SETTINGS

Manage time zone, enable 2FA, and delete your account if needed.



## AVAILABILITY

Set your availability dates



## SERVICES

View seafarer centers near you, choose from a selection of free health and wellbeing apps and find details for seafarer charities who provide various levels of support.

