



HONGKONG AIRLINES

香港航空

CONFIDENTIAL

Ref: HKA/FOP/INT/	PIC: >3000 <3000 Jet: >3000 >1500	(Official use only)
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APPLICATION FOR EMPLOYMENT – INSTRUCTOR

PHOTO Insert	Post applied for :	<input type="checkbox"/> Synthetic Flight Instructor <input type="checkbox"/> Other: _____
	Current company / position held	
	Interview Date Available	
	Notice period required by current employer	
	How did you hear about this job?	

1. PERSONAL PARTICULARSPlease ensure the following information is exactly as it is in your passport.

LAST NAME		First Name			
Middle Name (if any)		Chinese Name (if any)		Gender	

Date of Birth: DD / MM / YY		Country of Birth:		Nationality:		
<u>Primary</u> Passport No:		Place of Issue: (primary)		Date of Expiry: DD / MM / YY (primary)		
<u>Secondary</u> Passport No: (if any)		Place of Issue: (secondary)		Date of Expiry: DD / MM / YY (secondary)		
HKID Card No: (if any)		Date of Issue: DD / MM / YY (HKID)		Marital Status:		No. of Children:

CORRESPONDENCE ADDRESS:					
Home No:		Mobile No:		Email:	

PERMANENT RESIDENCE ADDRESS: (if different from above)					

2. HIGHEST EDUCATION STANDARD REACHED

Dates		Level	Subject/Major	Secondary School/University
From	To			
MM/YY	MM/YY			
			/	

3. RECORD OF EMPLOYMENT

3A. PRESENT EMPLOYMENT

Date From (MMM/YY)	Full Name & Country of Employer		
Position Held	Immediate Supervisor and Email Address	Annual Salary USD	Reason for Leaving
Do you object to Hong Kong Airlines referring to your present employer ? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, give reasons: <hr/>			

3B. PREVIOUS AVIATION RELATED EMPLOYMENT (list in **reverse** chronological order)

Dates		Name & Country of Company	Position Held	Annual Salary USD	Reason for Leaving
From	to				
MM/YY	MM/YY				

Do you object to Hong Kong Airlines referring to your **previous employers**? ☐ YES ☐ NO
 If YES, give reasons:

4. OTHER TECHNICAL QUALIFICATIONS (list in **reverse** chronological order)

Dates		Qualification/Course	Licence Details (If Applicable)	Obtained From
From	To			
MM/YY	MM/YY			

5. FLYING EXPERIENCE (list in reverse chronological order)

5A. CIVIL AIRCRAFT EXPERIENCE

 PLEASE LIST ALL THE CIVIL AIRCRAFT TYPES FLOWN (excluding SIM hours)

AIRCRAFT TYPE	EFIS? YES/ NO	Jet? YES/ NO	MTWA (kg)	Min. No Of Pilot	HOURS FLOWN AS				
					COMMANDER		CO-PILOT		
					P1	DATE OF LAST FLIGHT DD/MM/YY	P1 (U/S) or CRUISE CAPTAIN	P2	DATE OF LAST FLIGHT DD/MM/YY
TOTAL HOURS:									Total:

5B. MILITARY FLYING EXPERIENCE (If Applicable)

AIRCRAFT TYPE	EFIS YES / NO	HOURS FLOWN AS				
		COMMANDER		CO-PILOT		
		P1	DATE OF LAST FLIGHT DD/MM/YY	P1 (U/S)	P2	DATE OF LAST FLIGHT DD/MM/YY
TOTAL HOURS:						Total:

5C. LICENCE

PREVIOUS LICENCE DETAILS					
State of Issue	Licence Type	Number	Date Issue		Valid Until
Aircraft Type(s) on This Licence					
Instrument Rating (Last Renewal Date)	Multi Engine:		Single Engine:		
Radio Telephony Licence Number:		Period of Validity		to	
Class One Medical Certificate Number:		Period of Validity		to	
ICAO English Level:		Period of Validity		to	

6. REFERENCES

Please give names and contact details of two persons whom we may approach for a reference, one of whom should preferably be from your present employer.			
	Name	Relationship	Email address
1.			
2.			

7. HONG KONG AIRLINES REFERENCES *(If Applicable)*

Please give the names of contacts in Hong Kong Airlines whom you know and state your connection.		
1.		Staff no.:
2.		Staff no.:

8. ADDITIONAL INFORMATION

Please outline any interests, hobbies or activities you like to pursue during your leisure time.

Please give your reasons for wishing to join Hong Kong Airlines.

9. QUESTIONNAIRE

ANSWER THE FOLLOWING QUESTION BY CHOOSING <input checked="" type="checkbox"/> 'YES' OR 'NO' IN THE BOXES PROVIDED. <i><u>IF 'YES' GIVE DETAILS IN THE RIGHT HAND MARGIN.</u></i>		
1. Have you ever been charged with or convicted of any criminal offence?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
2. Has any bankruptcy action ever been taken against you?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
3. Has any Court judgment or order ever been made against you ordering you to pay a debt to someone?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
4. Have you signed a promissory note or any acknowledgement of indebtedness for which the amount pledged has not already been fully paid?	<input type="checkbox"/> YES <input type="checkbox"/> NO	

5. Have you ever been interviewed in any capacity with Hong Kong Airlines, Hong Kong Express, Hainan Airlines or its subsidiaries?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Hong Kong Airlines <input type="checkbox"/> Hong Kong Express <input type="checkbox"/> Hainan Airlines or its subsidiaries Details:
6. Have you ever been employed in any capacity with Hong Kong Airlines, Hong Kong Express, Hainan Airlines or its subsidiaries?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Hong Kong Airlines <input type="checkbox"/> Hong Kong Express <input type="checkbox"/> Hainan Airlines or its subsidiaries Details:
7. Have you suffered from any mental illness or disability for which you have received medical treatment? (e.g. diabetes, tuberculosis, epilepsy, asthma, etc.)	<input type="checkbox"/> YES <input type="checkbox"/> NO	
8. Do you have any endorsement on your pilot medical certificate?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
9. Have you been grounded for medical reasons or has the renewal of your licence ever been deferred on medical grounds?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
10. Are you or have you been dependant on alcohol and / or drugs?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
11. Have you been involved in any flying incidents / accidents?	<input type="checkbox"/> YES <input type="checkbox"/> NO	

Personal Information Collection Declaration

I **give** my consent for Hong Kong Airlines Limited (the “Company”) to use this information and all subsequent information provided for recruitment related purposes. I understand that the Company will retain the information provided. I declare that all information given by me herein is true and complete to the best of my knowledge and that I have not withheld any relevant particulars. This declaration shall, if I am employed by the Company, be part of my contract service. I accept that if any of the information given by me in this application for employment is, in any way false, or incorrect, the Company shall have the right to dismiss me without notice and without assigning any reason and I shall reimburse the Company for all costs connected with my training.

I also **give** my consent for Hong Kong Airlines Limited to use my information for making submission or to submit on my behalf my application to the Hong Kong Civil Aviation Department (HKCAD) for purpose of licence conversion without my signature appended to the application form.

I further undertake to append my signature before I receive my Hong Kong licence in the event my application for the licence conversion is successful.

Date (DD/MM/YY):

Signature:

Personal data provided by the applicant will be used by Hong Kong Airlines Limited (the “Company”) to assess the suitability of each candidate. It is the Company policy to retain personal data for possible future recruitment purposes. Under the Personal Data (Privacy) Ordinance, an applicant has the right to request access to, and the correction of, personal data in relation to his/her application. If an applicant wishes to exercise these rights, he/she must complete a “Personal Data Access Form” and forward it to the Personnel Department.