



# GGIFA International College of Aviation

## Job application

### External candidates

### Staff-in-Confidence

The **GGIFA International College of Aviation** is committed to a policy of equal opportunity.

The College will use the information you provide in this form to process your application and Security Clearance.

If your application is successful and you take up with us and this form will be kept on your personnel file and some details from it will be retain by Human Resources on the Personnel Information System.

If your application is unsuccessful, this form will be kept on file for one year after completion of the recruitment exercise.

### Job(s) applied for

Job title	Job reference number	Job type (please tick as appropriate)	Application reference number (for office use only)
Principal/ CI/ CFI/ Flight Instructor			

### Personal information

Family name			Initials		
Date of birth			Place of birth		
Nationality					
Present address					
Telephone (home)	Telephone (work)	Can we contact you at work?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Mobile	Fax number	E-mail			

### Additional information

How did you FIRST hear about GGIFA	<input type="checkbox"/> Listing on a job bulletin board on the internet, pls specify which one <input type="checkbox"/> Advertisements <input type="checkbox"/> ggifa.org . website <input type="checkbox"/> Friends <input type="checkbox"/> Others: specify
When are you available to take up the job?	
What length of notice must you give?	
Please give details of your current or most recent remuneration package including salary, pension and bonuses.	

## References

The GGIFA requires three references:

1 Your current/most recent employer (or if no employer, your school/flight school).

May we request a reference?	<input type="checkbox"/> At any time	<input type="checkbox"/> After offer of employment
Name		
Job title/position		
Telephone		Fax
Address		
Please indicate if this is a work reference or an academic reference	<input type="checkbox"/> Work reference	<input type="checkbox"/> Academic reference

2 Previous employer (or if no employer, your school/university).

May we request a reference?	<input type="checkbox"/> At any time	<input type="checkbox"/> After offer of employment
Name		
Job title/position		
Telephone		Fax
Address		
Please indicate if this is a work reference or an academic reference	<input type="checkbox"/> Work reference	<input type="checkbox"/> Academic reference

3 Previous employer (or if not applicable, a personal referee who knows you well and who is not a relative).

May we request a reference?	<input type="checkbox"/> At any time	<input type="checkbox"/> After offer of employment
Name		
Job title/position		
Telephone		Fax
Address		
Please indicate if this is a work reference or a personal reference	<input type="checkbox"/> Work reference	<input type="checkbox"/> Personal reference

Have you ever been convicted of a criminal offence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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**Declaration**

I declare that the information I have provided in this application form is, to the best of my knowledge and belief, correct and complete.

Warning: if you include any details that you know to be false or if you withhold relevant information, you may render yourself liable to disqualification from the recruitment exercise or, if appointed, to dismissal.

Your signature	Date
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Competency	Please Describe your Situation
<p><b>Pilot -</b>                      Commercial Pilot certificate with no restrictions issued by an ICAO country with Airplane Single-engine Land, Multi-engine Land, and Instrument Airplane ratings                      (Essential)</p>	
<p><b>Flight Instructor</b>                      Flight Instructor certificate with no restrictions issued by an ICAO country with Airplane Single-engine, Multi-engine, and Instrument Airplane ratings                      (Essential)</p>	
<p><b>Medical Certificate-</b>                      First Class Medical Certificate with no limitations that might interfere with the training duties. The foreign medical certificate may lapse; however, a DCA Approved First Class Medical Certificate must remain valid for the entire term of this agreement                      (Essential)</p>	
<p><b>Languag skills:</b>                      Excellent English both writing and Speaking                      (Essential)</p>	
<p>Education Background                      (Essential)</p>	

Continue on a separate sheet if necessary.

## Employment

Please give details of your employment for the last ten years, or since leaving full-time education if this is sooner, starting with the most recent employment. Account for all your time, including other periods away from work.

Dates (month/year)	Location/country
Employer	
Position held	

Dates (month/year)	Location/country
Employer	
Position held	

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Employer	
Position held	

Dates (month/year)	Location/country
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Position held	

Dates (month/year)	Location/country
Employer	
Position held	

Dates (month/year)	Location/country
Employer	
Position held	

Dates (month/year)	Location/country
Employer	
Position held	

**Note:** Please attach copies of your log book entries (first 3 pages and last 3 pages) and fill the DCA Malaysia form as per attached to be certified and validated by your Country's Licencing Authority.

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Your signature	Date
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