

CONFIDENTIAL DOCUMENT

APPLICATION FORM FOR EMPLOYMENT - AIRCREW

Position applied for: _____ Date Available _____
/Notice required by current employer: _____

1. PERSONAL PARTICULARS

Name: _____ (English)
Surname *First Name, Other Names*

Name: _____ (Chinese, if any)

Date of Birth: day / month / year	Country of Birth:	
PASSPORT		
Passport No.:	Place of Issue:	Date of Expiry: day / month / year
ID CARD		
ID Card No.:	Place of Issue:	Date of Expiry: day / month / year
Citizenship:	Port of Domicile:	

RESIDENTIAL ADDRESS(ES) FOR PREVIOUS 10 YEARS:

.....
.....
.....
.....
.....
Country..... Country..... Country.....

Attach a separate sheet if necessary

CURRENT CORRESPONDENCE ADDRESS:

.....
.....
..... Country.....

Tel. No: _____ (Home) _____ (Office) _____ (Mobile)

Email Address: _____

ACADEMIC QUALIFICATIONS

(Starting with the latest record – you may attach a resume for detailed breakdown)

Period		Name of University / Polytechnic / College / Technical Institute	Qualification Obtained	Copies / Verified	Official Use Only
From	To				

Period		Name of Secondary School	Qualification Obtained	Copies / Verified
From	To			

CAREER HISTORY

(Starting with the present employer – you may attach a resume for detailed breakdown)

Official Use
Only

Period		Name of Institute	Qualification Obtained	Copies / Verified
From	To			

2. FLYING TRAINING AND OTHER TECHNICAL QUALIFICATIONS

(Please attach a copy of the qualification(s) listed below)

Date From/To	Qualification/Course	Licence	Obtained From

3. FLYING EXPERIENCE (if applicable)

JET AIRCRAFT

AIRCRAFT TYPE / ICAO CODE	EFIS YES / NO	COMMAND / CAPTAIN HOURS	F/O / 1 ST PILOT / DUAL HOURS	SECOND OFFICER HOURS	FLIGHT ENGINEER HOURS	TOTAL HOURS
TOTAL (A)						

NON JET AIRCRAFT

AIRCRAFT TYPE / ICAO CODE	COMMAND / CAPTAIN HOURS	F/O / 1 ST PILOT / DUAL HOURS	SECOND OFFICER HOURS	FLIGHT ENGINEER HOURS	TOTAL HOURS

TOTAL (B)					

TOTAL HOURS FIXED WING (A+B)

HELICOPTER

TYPE/ ICAO CODE	COMMAND HOURS	FIRST OFFICER HOURS	TOTAL HOURS

LICENCES (Please attach a copy of the Licence (s) and the last completed page of Log Book)

Type/country of Issue:

..... No. Valid Until:

..... No. Valid Until:

Aircraft Types endorsed on Licence:

..... Part I / II Part I / II

..... Part I / II Part I / II

..... Part I / II Part I / II

Instrument Rating Valid Until: Performance Examination Group "A" Yes /No

OTHER LICENCES

Radio Valid Until

Navigation Valid Until

Other

FLYING ACCIDENTS (if any)

..... Valid Until

..... Valid Until

4. REFERENCE

Please provide the names and contacts of two persons whom Air Hong Kong may approach for a reference, one of whom should preferably be from your present/last employer.			
	Name	Company	Address/Contact information
1.
2.

5. AIR HONG KONG LTD REFERENCES

Please provide the names of contacts in Air Hong Kong whom you know and state in what connection i.e. same Company/Squadron etc.	
1.
2.
3.

6. ADDITIONAL INFORMATION

Please outline any interests, hobbies or activities you would like to pursue during your leisure time.
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Please give your reasons for wishing to join Air Hong Kong Ltd.
.....

Have you ever been employed by Cathay Pacific Airways or any of its Group Subsidiaries?

If Yes, please provide details: _____

Yes No

Are there any information which you would like to disclose which may be relevant or material to your application for employment with AHK?

Yes No

If Yes, please state the details: _____

(Please note that AHK employees are subject to security background screening which includes declaration of criminal offence record(s) required for compliance with the regulatory security standards and to determine their suitability for employment. Any material non-disclosure of information or misinformation may result in the retraction/withdrawal or termination of an Offer of Employment subsequently issued)

May we approach your current/previous employer(s) for reference checks for the purpose of concluding the recruitment decision?

If "Yes" to the above question, please sign below to indicate your consent:

Yes

No

Remarks: _____

Signature: _____

Date: _____

Name: _____

We are an Equal Opportunity Employer.

Personal data provided by the applicant will be used by Air Hong Kong Ltd for recruitment and employment related purpose only. All data will be collected, processed and retained in compliance with the Personal Data (Privacy) Ordinance. The Personal Information Collection Statement for Recruitment is attached for your review and acceptance.

I certify that I have read the attached Personal Information Collection Statement for Recruitment and agree to its terms and conditions. I further declare that all personal data and information being provided for this application are true and accurate to the best of my knowledge.

Signature: _____

Date: _____

Name: _____

Personal Information Collection Statement for Recruitment

Purposes of Collection

The personal data collected in this application form may be used by AHK Air Hong Kong Limited (“Company”, “we” or “us”) for the following purposes:

- a. To assess your suitability to assume the job duties of the position for which you are going to apply or to be deployed;
- b. To determine the remuneration and benefit package for you;
- c. To prepare for your onboarding, such as reference checks, employment visa application, and employment contract preparation; and
- d. To conduct other employment related operations.

Personal data requested in the application form is mandatory, unless specified otherwise. Failure to provide the mandatory personal data may render us unable to process your application.

Transfer of Personal Data

The Company is a wholly owned subsidiary of Cathay Pacific Airways Limited.

We may transfer your personal data to the following parties (both in Hong Kong and abroad) for the aforementioned purposes:

- a. Our third-party service providers, including providers of background check services, medical services, banking services, insurance and retirement schemes; and
- b. Cathay Pacific Airways Limited and its wholly owned subsidiaries and related companies.

We may also transfer your personal data to government departments, law enforcement agencies and regulatory bodies when it is required by the laws, or when it is necessary to fulfil the aforementioned purposes.

Retention Period

We may retain the personal data of unsuccessful applicants for future recruitment purposes for two (2) years.

Data Access and Data Correction Requests

Under the Personal Data (Privacy) Ordinance, you have the right to request access to and correction of your personal data related to your application. If you wish to exercise these rights,

please complete a data access request form and send it to our Head of Human Resources at the address below. You may use our data access request form, or the one specified by the [Office of the Privacy Commissioner for Personal Data](#).

We may charge a reasonable fee for the processing of any data access request in accordance with the Ordinance. In determining a reasonable charge for handling such requests, the cost of actual time spent by administrator(s) / manager(s) who are involved in processing a particular data access request is the basic element of the fee charged. In addition, cost of copying per sheet of paper will also be charged.

Contact Us

If you want to learn more about our privacy policy in relation to employment, please contact our Head of Human Resources at AHK Air Hong Kong Limited, 2/F Cathay House, 11 Tung Fai Road, Hong Kong International Airport, Lantau, Hong Kong.