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**Flight Academy**

## APPLICATION FORM

PERSONAL DETAILS			
Title:	Mr	Mrs	Miss
Given Names:			
Surname:			
Date of Birth:	__ / __ / ____	Weight (kgs):	
Nationality:		Passport No.:	
Postal Address:			
Home Ph:		Cell Ph:	
Email:			

NEXT OF KIN CONTACT DETAILS			
Name:			
Relationship:			
Postal Address:			
Home Ph:		Cell Ph:	
Email:			

EDUCATION		
<b>Highest Secondary School Qualification (Provide copies for verification):</b>		
<input type="checkbox"/> No Qualification	<input type="checkbox"/> School Certificate	<input type="checkbox"/> Sixth Form Certificate
<input type="checkbox"/> NCEA Level 1	<input type="checkbox"/> NCEA Level 2	<input type="checkbox"/> NCEA Level 3
<input type="checkbox"/> University Entrance	<input type="checkbox"/> Other (State):	
<b>Tertiary Study Qualifications (Provide copies for verification):</b>		
<input type="checkbox"/> Certificate		
<input type="checkbox"/> Diploma		
<input type="checkbox"/> Bachelor's Degree		
<input type="checkbox"/> Post-Grad Studies		
<input type="checkbox"/> Other		
<b>Work Experience:</b>		

### English Requirements:

The New Zealand Civil Aviation Authority (CAA) requires all potential pilots to complete an English Language Proficiency Exam in New Zealand. We can conduct this test for you, on our premises, and the cost is included in your tuition fees. Please check the Aviation Language Proficiency requirements at [www.caa.govt.nz](http://www.caa.govt.nz) for details by clicking on the link for 'Pilots'.

International students are required to hold an overall grade of 6.0 or better, with no paper lower than 6.0, using IELTS assessment. Other English language tests are accepted provided the results can be assessed to the equivalence of IELTS grades.

Please state your highest English Qualification: \_\_\_\_\_

PRIOR AVIATION EXPERIENCE					
<b>Medical Certificate held (if any):</b>					
<input type="checkbox"/> Class One		<input type="checkbox"/> Class Two		<input type="checkbox"/> Class Three	
<b>Pilot Licences and Ratings held (if any):</b>					
<input type="checkbox"/> PPL	<input type="checkbox"/> CPL	<input type="checkbox"/> ATPL	<input type="checkbox"/> MER	<input type="checkbox"/> SEIR	
<input type="checkbox"/> MEIR	<input type="checkbox"/> C Cat	<input type="checkbox"/> B Cat	Other:		
Country Issued:					
<b>Logbook Summary:</b>					
	<b>DUAL</b>		<b>SOLO</b>		
General Flying					
Cross Country					
Night					
Instrument (Flight)					
Instrument (Ground)					
<b>TOTALS</b>					
<b>TOTAL DUAL + SOLO=</b>					
Aircraft Type Ratings:					
<b>ASL Theory Examination Results:</b>					
Subject	Date Passed	Mark	Subject	Date Passed	Mark
PPL Law		%	IFR Law		%
PPL Nav		%	IFR Nav		%
PPL FRTO		%	IFR Navaids		%
PPL Met		%	ATPL Law		%
PPL ATK		%	ATPL Nav		%
PPL H/F		%	ATPL Met		%
CPL Law		%	ATPL Flt pln		%
CPL Nav		%	ATPL Navaids		%
CPL POF		%	ATPL Systems		%
CPL Met		%	ATPL H/F		%
CPL ATK		%			
CPL H/F		%			

ENROLMENT DETAILS	
<b>Which Course(s) do you wish to enrol for?</b>	
<input type="checkbox"/> Distance Learning – PPL Theory only	
<input type="checkbox"/> New Zealand Diploma in Aviation: Airline / Instructor / General Aviation	
<input type="checkbox"/> Private Pilot Licence (PPL)	
<input type="checkbox"/> Commercial Pilot Licence (CPL)	
<input type="checkbox"/> Single Engine Instrument Rating (SEIR): Glass / Analogue	
<input type="checkbox"/> Multi Engine Rating (MER)	
<input type="checkbox"/> Multi Engine Instrument Rating (MEIR)	
<input type="checkbox"/> C Category Instructor Rating	
<input type="checkbox"/> DGCA CPL	
<input type="checkbox"/> Other (State):	
<b>What are your aviation career aspirations (if any) and do you think that the course you intend to enrol in will achieve your goals?</b>	
<b>When you complete the course where do you expect to get your first job as a commercial pilot?</b>	
<b>Preferred start date</b> <i>(NB All courses are available at mutually convenient times.)</i>	
Do you have a New Zealand Citizenship or Residency:	YES / NO
Would you be applying for a NZ student loan through Studylink?	YES / NO
Do you require aerodrome accommodation?	YES / NO

<b>QUESTIONNAIRE</b>	
<b>Where did you learn about us?</b>	
Internet:	<input type="checkbox"/> Our Website
	<input type="checkbox"/> Facebook
	<input type="checkbox"/> Via search engine
Word of Mouth:	<input type="checkbox"/> Family
	<input type="checkbox"/> Friend
	<input type="checkbox"/> Current Student
	<input type="checkbox"/> Ex Student
	<input type="checkbox"/> Staff Member
	<input type="checkbox"/> Pilot
	<input type="checkbox"/> Agent
	<input type="checkbox"/> Other:
Promotional Display:	<input type="checkbox"/> Open Day
	<input type="checkbox"/> Career Seminar/Expo
Publication/Magazine:	<input type="checkbox"/> Pacific Wings
	<input type="checkbox"/> NZ Aviation News
	<input type="checkbox"/> Newspaper:
<b>Why would you like to study with us?</b>	
<input type="checkbox"/> Convenience	
<input type="checkbox"/> Locality	
<input type="checkbox"/> Price	
<input type="checkbox"/> Reputation	
<input type="checkbox"/> Recommendation	
<input type="checkbox"/> Other:	

<b>FIT AND PROPER PERSON DECLARATION</b>	
<b>Have you (in any country) had an application for an aviation document rejected or have you been the holder of an aviation document which has been suspended or revoked?</b>	
<input type="checkbox"/> YES (Please provide details)	<input type="checkbox"/> NO
<b>Have you been convicted in any court of law (in any country) for any type of transport offence?</b>	
<input type="checkbox"/> YES (Please provide details)	<input type="checkbox"/> NO
<b>Have you been convicted in any court of law (in any country) for any other type of offence?</b>	
<input type="checkbox"/> YES (Please provide details)	<input type="checkbox"/> NO
<b>Have you any history of any adverse physical or mental health, or serious behavioural problems?</b>	
<input type="checkbox"/> YES (Please provide details)	<input type="checkbox"/> NO

## Agreement to proceed with Enrolment Procedure

I \_\_\_\_\_  
(print name clearly)

wish to apply for the Course(s) selected on Page 4.

### Rules:

- I agree to comply with the published terms and conditions, rules and policies of Air Hawke's Bay Ltd, including with regard to attendance, academic integrity and progress, conduct and use of information systems.
- I understand that withholding information requested in this application or giving false information may make me ineligible for the admission or may disqualify me from completing my chosen course of training.
- I further agree to Air Hawke's Bay Ltd staff viewing my examination results, test results and associated documentation from time to time during my course with Air Hawke's Bay Ltd.
- I also agree to Air Hawke's Bay Ltd contacting my next of kin if they have serious concerns about my progress and/or welfare

YES / NO

.....  
Student Signature

.....  
Date

.....  
CEO Signature\*

.....  
Date

\*CEO will sign after all pre-requisites are met, including receipt of full Course funds. A copy will be sent to you with our Formal Letter of Acceptance.

## Entry Criteria Requirements

For admission, applicants must meet the following criteria:

<b>Domestic and International Students enrolling for NZ Diploma in Aviation</b>	<b>International Students Enrolling for Other Courses</b>
Need to be 18 years of age	Need to be 18 years of age
<ul style="list-style-type: none"> <li>• Hold a NZ CAA Class 1 medical prior to commencement of the course</li> </ul>	<ul style="list-style-type: none"> <li>• Hold a NZ CAA Class 1 medical prior to commencement of the course. (Class 2 for PPL)</li> </ul>
<p>For NZ students, have met University Entrance criteria and/or gained NCEA Level 3 Certificate with;</p> <ul style="list-style-type: none"> <li>➤ with at least 14 level 3 credits in English-rich subjects (English, History, Art, Geography, Biology, Classics, Art History, Journalism, Media Studies, Religious Studies, Physical Education)</li> <li>➤ at least 14 level 3 credits in a numbers-orientated subject (Calculus, Statistics, Physics, Chemistry, Accounting, Economics)</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>➤ A trade qualification at Level 4 or above</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>➤ A pass in all (six) Private Pilot Licence (PPL) exams</li> </ul>	<p>Students are expected to have attained an acceptable level of academic achievements and have gained English language proficiency. English language proficiency may be demonstrated in a variety of ways i.e.</p> <ul style="list-style-type: none"> <li>➤ Achieve a minimum IELTS score of 6.0; or in another English Language test that is recognized by Immigration NZ and CAA.</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>➤ Successful academic study in English, four years' secondary schooling</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>➤ Successful academic tertiary studies where English was used as the first language.</li> </ul>
<p><b>Fit &amp; Proper Person</b> Be prepared to undergo a Civil Aviation Authority security check disclosing up-to-date criminal convictions report from the Justice Department and traffic offence history report from the Land Transport Authority. The up-to-date Criminal Convictions and Traffic Offence report should be:</p> <ul style="list-style-type: none"> <li>➤ a conviction-free period of at least three years prior to the date on which training will commence; and no more than one conviction for drunk driving.</li> <li>➤ an up-to-date Demerit Points and Suspension History Report (Traffic Offence History) showing a maximum of 75 demerit points (or equivalent for international students) within two years immediately prior to the date on which training will commence.</li> </ul>	<p><b>Fit &amp; Proper Person</b> Be prepared to undergo a Civil Aviation Authority security check disclosing up-to-date criminal convictions report from the Justice Department and traffic offence history report from the Land Transport Authority. The up-to-date Criminal Convictions and Traffic Offence report should be:</p> <ul style="list-style-type: none"> <li>➤ a conviction-free period of at least three years prior to the date on which training will commence; and no more than one conviction for drunk driving.</li> <li>➤ an up-to-date Demerit Points and Suspension History Report (Traffic Offence History) showing a maximum of 75 demerit points (or equivalent for international students) within two years immediately prior to the date on which training will commence.</li> </ul>



Demonstrate the ability to undertake the entire programme with good prospects of success. Some experience in aviation would be an advantage.	Demonstrate the ability to undertake the entire programme with good prospects of success. Some experience in aviation would be an advantage.
As part of the screening process all applicants will be required to undertake an online Pilot Aptitude Test. The duration of this test is approx 20 minutes and is capable to provide information on the applicant's hand and eye coordination and ability to learn. <a href="http://www.nzskillsconnect.co.nz/">http://www.nzskillsconnect.co.nz/</a>	<b>For professional licence courses</b> , applicants will be required to undertake an online Pilot Aptitude Test. The duration of this test is approx 20 minutes and is capable to provide information on the applicant's hand and eye co ordination and ability to learn. <a href="http://www.nzskillsconnect.co.nz/">http://www.nzskillsconnect.co.nz/</a>
After the screening process applicants, will be invited to an interview where other areas would be assessed including; academic achievements, work experience (if any), maturity & motivation, honesty and self-awareness, communication skills, teamwork skills, leadership skills, analytical skills and technical skills.	Valid and current passport

For further information check our website: [www.airhb.co.nz](http://www.airhb.co.nz)

## Enrolment sequence for the NZ Diploma Course:

1. When submitting the application form please attach the following:

- Brief CV including why you wish to be a pilot and contact details of two referees
- Certified copy of your Birth Certificate or Passport
- Online ADAPT Pilot Aptitude Test result
- Copies of academic results and/or trade certificates
- Copies of logbook summary or any previous aviation exams or licence(s)



2. Once the Application form is submitted and verified against our entry criteria then Air Hawkes Bay will contact the applicant to arrange an interview



3. The interview process takes about 1 hour and 30 minutes and involves the following three sessions;

- 20 minute general knowledge / aptitude test
- 20 minute simulator test
- Personal interview with two representatives from Air Hawkes Bay



4. If the applicant is successful they will receive an acceptance letter providing full details of the remaining enrolment process. Also included will be a copy of our Student Handbook and the Acceptance and Acknowledgement form which the applicant needs to complete and return immediately to secure the vacancy.



5. If there are any outstanding conditions that requires further verification i.e. medical, academic results (UE/Level 3), studylink acceptance, criminal report / land transport demerit report, then those conditions will need to be met prior to starting the course.

NB: The Acceptance and Acknowledgement form can still be completed and returned prior to meeting such remaining conditions.



6. Once the remaining conditions have been satisfied then Air Hawkes Bay will accordingly verify in writing and re confirming the commencement date.



7. First Day of the course will be an "Orientation Day".