

# **AeroPersonnel Global**

## **Registration 101**

### **Your Guide to Online Registration**

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# **Registration 101**

This document is a print of the Registration 101 section on our Web Site. We hope it will prove useful during your Application or Registration Process with AeroPersonnel.

## **Introduction**

There are no cost for candidates to register with AeroPersonnel for current and/or future opportunities. Registration is free.

The accuracy of the information contained in your resume is of the utmost importance. This is especially true for flight and maintenance personnel. Aircraft type information is essential to properly search and sort candidates.

Candidates should review all the information below before registering for future positions or for currently open positions.

Candidates responding to an open position should insure they meet all the requirements for the position before applying for it. Only candidates meeting all requirements will be further processed for these positions.

The information contained in the Registration 101 Section is available as a PDF file for download. Please click the button below to do so.

**[Download Registration 101 PDF](#)**

## **Writing a Good Resume**

Writing a good resume can be a simple affair or it can become a confusing task. A resume should be the true portrait of a candidate. Do not let it become a hyped-up document stretching in a transparent manner, education, experience and achievements. But be also careful that your resume does not undersell you. Trying to make everything fit in the proverbial single page and leaving out important information about your professional profile is not a good strategy.

Keep also in mind that many large corporations, airlines included, now use computerized recruitment database. Many of these systems will extract the information from your resume and enter it directly into their database. This information will be later used to rank candidates by searching and counting certain keywords in a resume.

For this reason, put all your information in the body of your document. Do not use the header or footer sections to put information as these will not be read by computerized systems.

These new technical advances create new demands on how a resume is built-up and how it is written up. Use standard formatting. Present your information in a well ordained

way. Putting photo or other graphic elements in you resume hinders the automated handling of your resume. Send them as attachment to your email.

It is today ever more so important for a resume be clear, concise and well structured.

More specifically, resumes should, at minimum, have the following information regrouped by sections in the following order of presentation:

- *Career or employment objective;*
- *General personnel information including full contact information (with e-mail address), citizenship information as required;*
- *Education information both academic and technical;*
- *Employment history including name of employer, position held, start and end dates of employment (with position and aircraft type information for pilots and maintenance technicians), start with latest employment and proceed back in time, avoid leaving holes in the time line;*
- *For technical personnel, licenses, certificates and/or qualification information (including aircraft courses and endorsement and other special qualifications) in their field of specialty;*
- *A list of references including at least three persons, including a past supervisor (current employers are not contacted unless authorized by candidates).*
- *Candidates should feel free to add any information that would provide relevant data to their candidacy.*

With the exception of titles or sub-titles, candidates should avoid writing their resume in capital letters or in bold letters.

Please see or download the sample resumes as example of simple and easy to evaluate resumes.

[\*\*General Resume Download\*\*](#)

[\*\*Maintenance Technician Resume Download\*\*](#)

[\*\*Pilot Resume Download\*\*](#)

## **Document Requirements**

All candidates registering for future opportunities or applying for current positions must submit a full resume.

### **Flight Personnel Required Documents**

Candidates registering or applying for flight operation positions need to send a **scan** of the following documents:

- *Pilot license, as well as qualification and type rating information if on reverse of license or on a*

- separate document;*
- *Medical certificate matching each pilot's licenses if more than one license is presented;*
- *Radio-telephone certificate;*
- *Last proficiency check report if available (pilots should make it a point to obtain a photo copy of their check ride report after each proficiency check);*
- *Certification as line training captain, type rated instructor or type rated examiner authorization if so qualified.*
- *Photo page of passport (in the case of dual citizenship, only the relevant passport should be sent).*

### Maintenance Personnel Required Documents

Candidates registering or applying for maintenance positions need to send **a scan** of the following documents:

- *Aircraft maintenance technician license, as well as qualification and aircraft endorsement information if on reverse of license or on a separate document;*
- *Medical certificate for flight engineers;*
- *Aircraft endorsement course certificates including differences course certificate as applicable;*
- *Certification for aircraft maintenance release, run-up and taxi as the case may be;*
- *Photo page of passport (in the case of dual citizenship, only the relevant passport should be sent).*

All other candidates can submit as email attachments any supporting documents they feel will enhance their candidacy.

### Document Naming Tips

As you can very well imagine, we receive thousands of registrations and applications. This means that we have on file hundreds of resumes titled My Resume or some other very common document names. This makes it very difficult to electronically search and sort efficiently candidate files and documents.

The important thing here is to ensure as much as possible that each document has a unique name. Putting your first and last name with the middle initial will help to that effect. Putting the family name first helps with document searching and sorting.

In the case of technical candidates (pilots and maintenance technicians), adding the aircraft type and position or document type will greatly assist employers sorting various candidates and their documents from each other.

To avoid confusion and facilitate searching and sorting documents, here are a few name suggestions.

#### For resumes:

- CV Smith John E, B737NG PIC.doc      for a line captain;
- CV Smith John E, B737EFIS TRI.doc      for a TRI;
- CV Smith John E, B727 FO.doc      for a first officer;
- CV Smith John E, B737NG TECH.doc      for a maintenance technician;

- CV Smith John E.doc for a non technical resume.

For documents:

- Smith John E, FAA ATPL A.jpg for the front side of an FAA license;
- Smith John E, JAA ATPL B.jpg for the back side of a JAA license;
- Smith John E, ICAO CPL A.jpg for the front side of an ICAO license;
- Smith John E, FAA Medical.jpg for a FAA medical certificate;
- Smith John E, Passport.jpg for a passport;
- Smith John E, B737NG CourseCert.jpg for a course certificate;
- Smith John E, ProfCheck A.jpg for the first page of a proficiency check;
- Smith John E, ProfCheck B.jpg for the second page of a proficiency check.

**Document Formatting**

The proper formatting of candidate resumes and documents ensures that all registrations and applications can be properly transmitted, reviewed and assessed.

The handling of electronic documents, resumes and/or graphic documents such as scanned documents requires adherence to certain guidelines to ensure the integrity of the whole documentation process.

Here are a few of these guidelines.

Resumes should be emailed or uploaded as Microsoft Word files. In the case your word processor is not Microsoft Word, please select the “Save as” command on your word processor and save your document as a Rich Text Format (.rtf).

Rich Text Format is universal, and is available on and can be read by most word processors. This file format will save your Word formatting.

Do not copy and paste your resume into the main body of an e-mail. In many cases, this practice results in unreadable gibberish or at the very least removes all text formatting making its reading and evaluation very difficult.

Do not copy and paste scanned support documents into a Word document as they create huge files (from 3 to 6 MBs) and will not be extracted into our system.

**PDF resumes are not acceptable as the information they contain cannot be extracted and imported into our system. Only Microsoft Word documents, Rich Text Files can be directly entered into our computerized system.**

**Document Scanning Tips**

For many of us scanning documents seems to be an arcane art. It is difficult to master and the results can vary from neat and tidy files to the bloated bandwidth challenging kind.

Here are a few tips to scan your documents to save space and to ensure proper handling.

- 1) Scan supporting document one at a time, one document per scan with no document blow-up or reduction.
- 2) Using the Settings (or Preferences) menu of your scanning software, set-up the scanning parameters for type of documents (pictures), resolution (150 dot per inch, dpi), format (.jpg or .tiff). Formatting can sometimes also be set when saving the document.
- 3) After doing a preview (or pre-scan) of your document, adjust the scan margins (the dotted lines around the document) to overlap the sides (top and bottom, left and right) of the document by about one centimeter. This will ensure that all of the information will be scanned. This will also prevent unnecessary white space to be scanned.
- 4) After scanning, save your scan as a JPG file (.jpg) at medium resolution. This will compress the file without noticeable loss of resolution. You can also save your documents as TIFF (.tiff) files.

Avoid the use of the BMP (.bmp) file format as it creates files of humongous size. For the same reason, do not copy and paste your scanned documents into a Microsoft Word documents as this also creates huge files.

If you do not have a scanner or are having problems with yours, you can go to a copy shop. Most of them will scan your documents and put them on a diskette for a small fee. If you do, give them these instructions so the files are not too big for Internet transmittal.

### **Document Transmittal**

Resumes and supporting documents can be transmitted in two ways. They can be transmitted via email at [resume@aeroperpersonnel.com](mailto:resume@aeroperpersonnel.com). They can also be uploaded by clicking the “**Jobs Central**” button on the top left menu..

Resumes and scanned supporting documents should be sent as attachments. Do not copy and paste resume or supporting documents into the main body of an e-mail as this can result in unreadable code like series of numbers and letters.

Candidates should visit the Online Registration Page before entering the Career Portal to upload your supporting documents.

Whenever possible the use of fax transmission should be avoided. Documents sent by facsimile are rarely very legible. Legibility is even worse when documents are subsequently retransmitted to employers. Faxed photos and documents containing photos are very rarely useable.

## **Online Registration**

Candidates can apply for open positions or register for future opportunities by going through the Online Registration process or by sending their resume and documents at [resume@aeroperpersonnel.com](mailto:resume@aeroperpersonnel.com).

### **Online Registration**

Candidates wishing to register for a current job opportunity can do so by clicking the **“Apply for CURRENT JOBS”** button at the bottom of this page or by clicking the **“JOBS CENTRAL”** button on the top left menu in the banner and then clicking on the **“Apply for CURRENT JOBS”** button. This will get them into the Job Application Portal.

Candidates wishing to register for future job opportunities should click the **“Register for FUTURE OPPORTUNITIES”** button at the bottom of this page or click the **“JOBS CENTRAL”** button on the top left menu in the banner and then click on the **“Register for FUTURE OPPORTUNITIES”** button to enter the Future Opportunities Portal.

To update their file, candidates should click the **“UPDATE MY FILE”** button at the bottom of this page or click the **“JOBS CENTRAL”** button and further click on the **“UPDATE MY FILE”** button to get to the File Update Portal.

In the two first instances, candidates can proceed ahead by uploading their resume or by building their resume online. For file update purposes, they simply review the information already entered and update it as necessary.

### **Registration Steps**

In both cases, the registration process counts up to nine easy steps depending on the type of positions applied for.

- Step 1      *General information (All candidates)*
- Step 2      *Education and technical training (All candidates)*
- Step 3      *Employment history (All candidates)*
- Step 4      *Consultation specialty (Consultation)*
- Step 4      *Licensing information (Flight or Maintenance)*
- Step 5      *Experience summary (Flight or Maintenance)*
- Step 6      *Experience by aircraft (Flight or Maintenance)*
- Step 7      *Other qualifications (Flight or Maintenance)*
- Step 8      *Management experience (Flight or Maintenance)*
- Last Step   *Document upload (All candidates, as necessary).*

In all cases, the last step is used to upload documents, three at a time. The process is repeated until all documents have been uploaded.

In the case of consultants, Step 4 is used to enter detailed information about their fields of expertise.



## Technical Information Transmittal

Pilots and aircraft maintenance technicians must complete steps 4 to 9 of the application process. In both cases, only the relevant technical and experience information relevant for the position they are applying for should be entered. It is not necessary to enter all flight or maintenance experience. Mandatory fields are indicated by an asterisk next to the field.

Before starting the application process, pilots and maintenance technicians should have at hand their licensing information and details of their experience (flight times and/or maintenance experience). They should download the Pilot Qualification Form PDF or the Maintenance Qualification Form PDF before starting the registration process.

Pre-filling either form manually with the relevant data, before moving online to steps 4, 5 and 6, will facilitate completing that part of the application process.

**[Download Pilot Qualification Form PDF](#)**

**[Download Maintenance Qualification Form PDF](#)**

Please keep in mind that the accuracy of your professional information is critical to the selection process.

### Resume Upload

Uploading your resume is an easy process, just follow the instructions on the relevant Career Portal.

Once the resume is uploaded, the information it contains is extracted and Steps 1 to 3 are automatically filled. You should review the data to ensure it is accurately transferred and distributed to the proper fields in Steps 1 to 3. Complete as necessary the other steps.

### Resume Online Build

Alternatively, you can directly build their resume online. Again the process is made easy by follow the instructions on the Career Portal. You should complete all the application steps as necessary.

Once you have completed the registration process, you will be sent an email to your main email address acknowledging your registration and giving you a password to access your file to update it later on.

## User Name and Password

You should keep a copy of registration response email to retrieve your user name (your email address) and password for future update of your file as needed.

If you forget your password, first get into the File Update Portal by clicking the “**JOBS CENTRAL**” button on the top left menu in the banner and then selecting the “**UPDATE MY FILE**” button. Next, simply enter your email address in the email address box and click on the “**Retrieve password**” button. This will retrieve your password or create one if you did not already have one.

You can change your password by visiting the File Update Portal and click on the “**Change Password**” button. You can then change your password as needed.

You can update your file any time by entering the File Update Portal and selecting the “**Update your File**” tab. You just need to enter your user name (your email address) and the password received via email. Once in your file you can proceed to update your information as necessary.

**Apply for Current Jobs**

**Register for Future Opportunities**

**Update your File**

## Selection Process

AeroPersonnel reviews all resumes sent in and evaluate them in regard to customer hiring criteria for current opportunities. If the resume does not contain enough information to ascertain that the candidate meets requirements, an information request is sent to that candidate. If no information is received from a candidate within the next 15 days, that candidate will be considered as not meeting the requirements.

When a candidate does not match an open position hiring criteria, his/her resume will be filed in accordance with his/her professional profile and core competencies (such as by aircraft types in the case of pilots and technicians) for future reference. Candidates are advised when they do not meet selection criteria.

When a candidate meets the requirements, he/she will be notified so and sent the General Terms of Employment (GTE) for the position applied for. If any documents are missing, notice to that effect will accompany the GTE transmittal. No application will be further processed until confirmation that the GTE are acceptable and that any required documents have been received. If no confirmation and or documents are received within the next 15 days, the candidate will be considered as not accepting the GTE.

Once a candidate's file is complete, i.e. all required documents are on file, it is sent to Clients for initial evaluation. Candidates are notified of their file's transmittal to Client.

As required by Clients, AeroPersonnel will conduct phone interviews, reference and background checks and arrange for psychometric testing of short listed candidates.

In the case personal interviews and/or technical evaluations are required by Clients, AeroPersonnel will coordinate these in cooperation with Clients. All pre-approved travel expenses are paid by Clients.

Candidates having successfully completed the full selection process receive a Conditional Letter of Employment (CLE) from Clients or AeroPersonnel depending on the circumstances. The CLE in most cases is conditional upon the issuance by the relevant governmental authorities of either a Security Clearance, an Employment Visa and/or a License Validation as the case may be.

### **Important Footnote**

Please keep in mind that the selection process is predicated on the accuracy of the information supplied by each candidate. Missing information on a resume or on a qualification form or missing support documents seriously hinders the selection process. Candidates that have supplied all the required support information and documentation in a timely fashion will always have the edge at selection time.