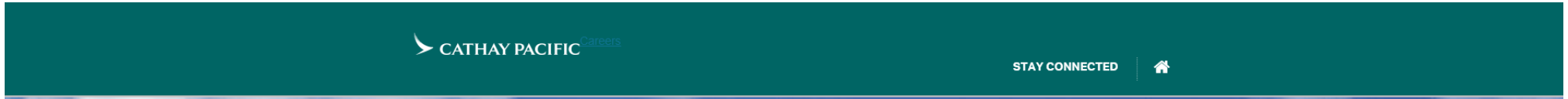# Cathay Aviation Certificate Programme 2020 – HKACC Stream
## Step-by-Step Guide for Online Application

Step 1 – Create an account / Sign in at https://careers.cathaypacific.com/jobs/cathay-aviation-certificate-programme-1-5734812



CATHAY PACIFIC Careers

STAY CONNECTED

**Career Opportunities: Sign In**

**Have an account?**
Please enter your login information below. Both your username and password are case-sensitive.

*Email Address:

*Password:

Sign In    Forgot your password?

**Not a registered user yet?**
Create an account to apply for our career opportunities.

Cathay Pacific    Careers home    Stay connected

CATHAY DRAGON    ASIA MILES A

Step 2 – Upload Resume, Cover Letter and Supporting Documentation (Reference, Work Examples, etc.)

(Reminder: Please use the screen capture function to save the information you have filled in.)

CATHAY PACIFIC Careers

STAY CONNECTED

Sign Out     Options ˅     English UK (English UK) ˅

## Cathay Aviation Certificate Programme (31542)

✚ Expand all sections     ━ Collapse all sections

˅ **My Documents**

Accepted file types: DOCX, PDF, Image and Text (MSG, PPT and XLS file types are not accepted for CVs or cover letters)

**\* Resume**

Upload a CV

⊕

**Cover Letter**

Attach a Cover Letter

⊕

**Supporting Documentation** ⑦

Add a Document

⊕

Step 3 –   Fill in the Profile Information

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**❯ Profile Information**

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Please complete your personal information.

**\* Given Names** ⑦

**\* Last Name** ⑦

**\* Preferred Name** ⑦

**\* City of Residence**

**Country/Territory of Residence**

Hong Kong Special Admini ⌄

**\* Phone Number** ⑦

**\* Email Address**

**Employee ID**

Step 4 –  Fill in the Job-Specific Information

**Note: Please fill in "HKACC" and your HKACC serial number for the last question.** *Example: HKACC, M12-34567.*

(Reminder: Please use the screen capture function to save the information you have filled in.)

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**⌄ Job-Specific Information**

\* Are you a former Cathay Pacific or Dragonair employee?

| No Selection ▾ |

How did you learn about our employment opportunity?

| No Selection ▾ |

\* Expected Monthly Salary (HKD)

| |

**STATEMENT OF AGREEMENT**

BY INDICATING MY ACCEPTANCE OF THIS STATEMENT, I CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I FURTHER CERTIFY THAT I HAVE READ THE COMPANY'S PERSONAL INFORMATION COLLECTION STATEMENT AND AGREE TO ITS TERMS AND CONDITIONS.

\* Accept on Statement of Agreement

| No Selection ▾ |

\* Are you a permanent resident of Hong Kong?

○ Yes
○ No

\* Do you have at least Level 2 in 5 HKDSE NSS subject or 5 passes in HKCEE or equivalent public examination?

○ Yes
○ No

\* Are you aged between 18 to 25 (as of application deadline)?

○ Yes
○ No

\* Are you a member of HKACC or SAHK or Scouts? If so, please provide your membership number.

| |

*Answer size should be 20 characters or less.*

Step 5 – Fill in the Area of Interest and Education/Certification

(Reminder: Please use the screen capture function to save the information you have filled in.)

## ˅ Area of Interest

*There are no items in this section.*

⊕ Add

## ˅ Education/Certification

Institution

Qualification

🗑 Remove

⊕ Add

| View Profile | | Save | Apply |

To submit your application, please click the "Apply" button.

Step 6 – Submit the following items to your OC Unit, and ask him/her to submit them to OC AE Wg at hkacc.aewing@gmail.com for consideration **on before 19 December 2019**

- all images of your application form from Step 2 to 5 in **a single pdf file**, with file name in the following format: "Unit_SerialNumber.pdf" - *Example: "123Sqn_M12-34567.pdf"*
- **all attachments** uploaded to the application website **(including resume, cover letter etc.)** in separate files, with file names in the following format: "Unit_SerialNumber_item.pdf" - *Example: "123Sqn_M12-34567_resume.pdf" or "123Sqn_M12-34567_coverletter.pdf"*
- quote the application number obtained from the application website in the submission to OC AE Wg

Note: OC AE Wg reserves the right to not process your application if you do not comply with **all** the instructions in this document

For questions about the application procedures, please feel free to email us at hkacc.aewing@gmail.com.