**HONG KONG AIR CADET CORPS**

Drill Instructor Registration Form

**Notes for Applicant**

Applicant is required to submit the following documents ***By E-MAIL*** to chiefdrillinstr@gmail.com **and** hkacc.direg@gmail.com

1. Completed Drill Instructor Registration Form; and
2. a copy of other relevant documents should be in ***PDF format***. (i.e. HQRO, certificate, etc.)

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*(Please* ☑ *if appropriate)*

**Part I: Personal Particulars**

|  |  |  |  |
| --- | --- | --- | --- |
| Rank | Name | Serial No. | Unit |
|  |  |  |  |

Address: □ HK Island □ Kowloon □ New Territories

Contact Telephone No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part II: Details of Registration**

Register for:

* Drill Instructor □ Senior Drill Instructor □ Renewal

I append the following information to support my registration:

1. I have actively engaged in drill instructor’s/ senior drill instructor’sduties ***(See Note 1)*** during the approved period, i.e. Basic Foot Drill/ Advance Foot Drill assessments, drill camps, drill courses, guards training, etc. ***(See Note 2)***

□ Yes Details as follows:

|  |
| --- |
| For Drill Instructor/ Senior Drill Instructor |
| Name of assessment(s)/drill activities in-charge | Date of assessment(s)/ drill activities |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| For Senior Drill Instructor **ONLY** |
| Name of drill course(s) in-charge | Date of course(s) |
|  |  |
|  |  |
|  |  |

□ No

1. I have attended/ obtained qualifications or courses relating to drill instructor’s / senior drill instructor’s duties during the approved period.

□ Yes Details as follows:

|  |
| --- |
| For Drill Instructor/ Senior Drill Instructor |
| Qualification(s) obtained/ course(s) attended | Date issued/ of course(s) attended |
|  |  |
|  |  |
|  |  |

Copy of relevant documents are attached.

□ Yes □ No

Signature of Applicant:

Name of Applicant:

OC Sqn’s endorsement

 Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of OC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note 1:**

***For Drill Instructor Renewal:***

An applicant must take charge at least ***three*** Basic Foot Drill/Advance Foot Drill assessments during the approved period.

***For Senior Drill Instructor Renewal:***

An applicant must take charge at least ***three*** drill courses during the approved period.

**Note 2:**

***The definition of drill camps/ courses/ guards training:***

There should be at least ***6 hours*** in foot drill training and the applicant must take charge in it.

**Note 3:**

Application for renewal must be submitted not more than 90 days and not less than 45 days before its expiry.

**For Official Use**

Approval for Registration: □ Yes □ No

(if no, reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Validity of Appointment: \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_(dd/mm/yy)

Appointment: □First Issue □Renewal □ Drill Instructor □ Senior Drill Instructor

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 Recommended by Chief Drill Instructor Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Approved by OC Footdrill Training Flight Date