

APPLICATION FORM

ISO 17024 Certified Aviation Expert



Please complete this application form electronically, print the completed form, sign it, scan all pages and return them including all supplemental documents to cert@avac-int.eu

Alternatively complete by hand in black or blue ink in BLOCK CAPITALS and return all pages and all supplemental documents to:

Aviation Academy International GmbH
Administration Office
Take-Off Gewerbepark 29a
D-78579 Neuhausen ob Eck
GERMANY

Type of certification you apply for:

(Please tick box)

- Initial Certification
- Re-Certification
- Area(s) of expertise add-on

The information on this form is collected for the primary purpose of assessing your application for the ISO 17024 Aviation Expert Certification. Other purposes of collections include attending to administrative matters, corresponding with you and statistical analyses. If you choose not to complete all details on this form, it may not be possible for AAI to assess your application.

PERSONAL DETAILS

Title (Mr/Mrs/Ms):		Surname:	
Academic degree(s):		First name(s):	
Date of birth: (dd/mm/yyyy)		Nationality:	
Place of birth:		Profession:	
Country of birth:		Mobile number:	
Fax number:		Telephone number:	
Email address:			Gender: (Please tick box) <input type="checkbox"/> Male <input type="checkbox"/> Female
Home address:		Correspondence address (if different):	
Address:		Address:	
ZIP:		ZIP:	
City:		City:	
Country:		Country:	

IMPORTANT NOTE

Documents you have written yourself – e.g. motivation letter – must be written in English, unless otherwise permitted by Aviation Academy International GmbH; an English translation by a third party from your own work in another language is not acceptable unless explicitly permitted by Aviation Academy International GmbH.

Official documents – i.e. transcripts – which are not in English or German should be translated by a professional translator or the relevant issuing body to English and certified as such on the English translation; the official document should be also submitted together with the certified translation.

APPLICATION DETAILS

Certification Level: (Please tick one box only)	<input type="checkbox"/> Basic <input type="checkbox"/> Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/> Level 4	NOTE: You may only apply for a level which corresponds to your qualifications. Please refer to table below for further details.	Total number of area(s) of expertise: (Please specify each area of expertise below)
Area of expertise:			
Area of expertise:			
Area of expertise:			
Area of expertise:			
Area of expertise:			
Area of expertise:			
Area of expertise:			
Area of expertise:			
Area of expertise:			
Area of expertise:			

Please continue on a separate sheet if necessary.

Prerequisites	Basic	Level 1	Level 2	Level 3	Level 4
Minimum Experience in aviation	7 years	10 years	15 years	10 years	15 years
Minimum Area(s) of expertise	1	1	2	3	4
Minimum Work experience within one or more of the following: Aviation related government organization, Commercial Air Operator, Maintenance Organization, Design Organization, Training Organization, Airport Operator, ANSP, etc.	3 years	5 years	10 years	–	3 years
Minimum Management Experience within one or more of the following: Aviation related government organization, Commercial Air Operator, Maintenance Organization, Design Organization, Training Organization, Airport Operator, ANSP, etc.	–	–	3 years	–	–
Minimum Work experience within an Aviation related Governmental Organization (CAA and/or ICAO and/or RSOO)	–	–	–	3 years	5 years
Minimum Management Experience within an Aviation related Governmental Organization (CAA and/or ICAO and/or RSOO)	–	–	–	–	3 years
Composition of legal opinions	✓	✓	✓	✓	✓
National aviation regulations	✓	✓	✓	✓	✓
International aviation regulations	–	✓	✓	✓	✓
Aviation Auditor	–	✓	✓	✓	✓
Quality Management	–	–	✓	✓	✓
Safety Management Systems & Risk Assessment	–	–	✓	✓	✓
Government Safety Inspector	–	–	–	✓	✓
Accident and Incident Investigation	–	–	–	–	✓
Transportation of Dangerous Goods	–	–	–	–	✓

PREVIOUS CERTIFICATION / TRAINING

Have you ever applied for an ISO 17024 certification before?	<input type="checkbox"/> YES ¹⁾ <input type="checkbox"/> NO		
Name of the Certification Branch:			
Address of the Certification Branch:			
Certification No.			
Date of certification:			
Certification valid until:			
Supporting Document attached:	<input type="checkbox"/> YES <input type="checkbox"/> NO	Reference of supporting document: ²⁾	

Have you ever applied for an ISO 17024 certification with Aviation Academy International GmbH before?	<input type="checkbox"/> YES ¹⁾ <input type="checkbox"/> NO		
Certification No.			
Date of certification:			
Certification valid until:			
Supporting Document attached:	<input type="checkbox"/> YES <input type="checkbox"/> NO	Reference of supporting document: ²⁾	

Have you ever participated in a training course/program of Aviation Academy International GmbH before?	<input type="checkbox"/> YES ¹⁾ <input type="checkbox"/> NO		Your AAI Student ID:		
Course/program:	Certificate No.:	From (dd/mm/yyyy)	To (dd/mm/yyyy)	Reference of supporting document: ²⁾	

Please continue on a separate sheet if necessary.

¹⁾ If "YES", please provide applicable details.

²⁾ Please insert a reference (A, B, C. etc.) and insert the same reference in the photocopy of the relevant attached document.

ENGLISH LANGUAGE

If English is not your first language, you must provide documentary evidence of your proficiency.			
Date awarded (dd/mm/yyyy)	Awarding Body	Qualification / Grade	Reference of supporting document: ¹⁾

EDUCATION

Secondary, advanced secondary or technical education				
Diploma or certificate obtained	School / Institution	From (dd/mm/yyyy)	To (dd/mm/yyyy)	Reference of supporting document: ¹⁾

Please continue on a separate sheet if necessary.

Higher education				
Diploma or certificate obtained	School / Institution	From (dd/mm/yyyy)	To (dd/mm/yyyy)	Reference of supporting document: ¹⁾

Please continue on a separate sheet if necessary.

General, specialist and further training				
Diploma or certificate obtained	School / Institution	From (dd/mm/yyyy)	To (dd/mm/yyyy)	Reference of supporting document: ¹⁾

Please continue on a separate sheet if necessary.

¹⁾ Please insert a reference (A, B, C. etc.) and insert the same reference in the photocopy of the relevant attached document.

PHOTO ID

Type of Photo ID ¹⁾	ID No.:	Issued by:	Date of issue: (dd/mm/yyyy)	Valid until: (dd/mm/yyyy)	Reference of supporting document: ²⁾

CRIMINAL CONVICTIONS

Do you have any criminal convictions? ³⁾ <i>(NOTE: In any case you are required to attach an official statement regarding your criminal record which was issued within the last 12 months)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	Reference of supporting document: ²⁾	
If "YES" please provide details of any convictions.		Reference of supporting document: ²⁾	

REFERENCE

Please give the name and address of at least two referees			
Name		Name	
Address:		Address:	
Email		Email	

ADDITIONAL DOCUMENTS TO BE ATTACHED

Please attach the following documents as well:	Enclosed
Detailed Curriculum Vitae <i>(NOTE: Preferably the CV should be supplied in the Europass format, which can be found on http://europass.cedefop.europa.eu/en/home)</i>	<input type="checkbox"/>
One Motivation Letter (one page) with your personal letterhead	<input type="checkbox"/>
One passport sized photograph	<input type="checkbox"/>

APPLICATION PROCESS & FEES

All relevant details regarding the application process and the applicable fees are stated on the internet website of Aviation Academy International (<http://www.avac-int.eu>).

¹⁾ Please provide at least one copy of a photo ID (e.g. passport, driving license, etc.)

²⁾ Please insert a reference (A, B, C. etc.) and insert the same reference in the photocopy of the relevant attached document.

³⁾ You are required to state whether or not you have any criminal convictions, excluding motor offences for which a fine and/or penalty points were imposed.

DECLARATION

Once you have completed this application form, please read the following statements carefully. By signing this application form you confirm your acceptance of these statements. If you do not sign this form, we cannot process your application.

- I declare that the information supplied on this form and the information given in support of my application is to the best of my knowledge true, accurate, current and complete; and I agree to notify Aviation Academy International GmbH promptly if any information contained on this application form should change, in order to keep it true, accurate, current and complete.
- I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application may result in a rejection of the application or in the withdrawal of my certification at any time as applicable.
- I acknowledge that Aviation Academy International GmbH reserves the right to seek verification from other relevant bodies of the standing of my claimed qualifications and any other provided information in this application.
- I certify that I will undertake to observe and comply with all ordinances and regulations of Aviation Academy International GmbH as well as the Code of Conduct for Certified Aviation Experts issued by Aviation Academy International GmbH. I acknowledge that any violation against the Code of Conduct as well as against the ordinances and regulations of Aviation Academy International GmbH may result in the withdrawal of my certification.
- I certify that I understand fully the certification & re-certification processes – including the terms and conditions and the applicable fee structures.
- I certify that I understand that the certification process is not a solicitation for training at Aviation Academy International GmbH.
- I consent to the collection, processing and use of relevant personal data by Aviation Academy International GmbH.
- I understand that such personal data may be used and shared with third parties for the purposes of verifying my identity, qualifications, work experience, references and any submitted work.
- I understand that if I become a Certified Aviation Expert, any personal data collected by Aviation Academy International GmbH as a result of my application will form part of my certification record.
- I acknowledge that following a successful certification my full name, my certification number, my certification level and the expiration date will be published on the internet website of Aviation Academy International GmbH.

x

Date
(dd/mm/yyyy)

Applicant's signature

FOR INTERNAL USE ONLY			
Application received:		Existing / proposed AAI Cert. No.:	
Payment of Fee received:		Application forwarded for evaluation:	