



Recruitment Process: Aviation

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REFERENCES & COMPLIANCE DOCUMENTATION

You will receive the following forms to complete:

- Referee Request Form
- Work Immunisation Form
- Work Health & Safety Survey
- Pre-employment medical testing (If applicable)

A secure link will be provided to upload the following documentation:

- Photo ID
- Evidence of Working Rights
- Immunisation Evidence
- Flight Crew Licence
- CASA Class 1 Medical
- Dangerous Goods Certificate
- Logbook (last 4 pages/ certified)

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FLIGHT SIMULATOR ASSESSMENT

- RFDS Flight Operations will arrange your Simulator Assessment booking, to be held at Maroochydore Airport or the Bundaberg Training Academy
- A Simulator confirmation booking and an information pack will be sent via email for your upcoming assessment

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OFFER & ONBOARDING

- Post verbal offer of employment, you will receive the following:
 - Employment Contract & Employment Pack issued via Dropbox (HelloSign)
 - Email from RFDS Recruitment detailing onboarding & compliance requirements
 - Access to order your uniform via the supplier portal (uniforms will be delivered to your appointed base)
- Post contract acceptance, you will receive the following invitations:
 - Aviation Security Application via Veritas
 - Drug, Alcohol & Audiometric Test via Carelever
 - Blue Card Reimbursement form

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ORIENTATION / TRAINING

- You will receive an itinerary from Flight Operations - Confirming orientation location, travel, accommodation and transport
- Ground school requirements depending on experience
- ICUS at base location before progressing to single pilot operations

CONTACT INFORMATION

You will receive correspondence from the below contacts, throughout the recruitment process

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RECRUITMENT

- recruitment@rfdsqld.com.au
- VERITAS
- noreply@mail.hellosign.com

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RFDS Flight Operations

- Aviation Technical Support Officer
- Deputy Head of Flying Operations