GUIDELINES FOR APPLICANTS HOW TO PREPARE DOCUMENTS

Please follow these guidelines to prepare your documents. A sample Document Checklist is provided below.

00 - Document Checklist

01 - Cover Letter

02 - CV - Full name

03 - Documents related to current health

04 – Questionnaire if provided fill and add.

The above documents must be in Word format, while the remaining documents should be in PDF format.

Ensure that all copies are clear, readable, and reproducible.

05 - Copy of passport (If the passport is not available, include a statement specifying when you

will provide a valid passport copy). Note, when job order we receive, our preference goes

who follow our guidelines and provide all the required documents.

05 - Copy of Diploma in Avionics, Sheet Metal, Airframe Technician (whatever you have), etc.

06 - Copy of training certificate

07 - Copy of recommendations (if you have)

08 - Copy of experience certificates

09 - Discharge book (if military, air force or navy personnel or in case applicable)

Please name each document accordingly.

**It is important to adhere to our guidelines and use the provided sample when preparing the documents. Failure to follow our guidelines or make changes to the documents may result in the rejection of your application.**

CV presentation

CV must be fresh updated, right side contact details, then very well written summary/objective, past some achievement and what to do for new employer.

Employment history: The last details first and reverse…..

Training and personal details at the last. In case you need sample cv, we will provide you.

All staff we recruit or needed by the employer is technical staff, no officer or no supervisor or In Charge or an Engineer. You need to accept that you will accept a job as staff.

Once you have completed all the documents, select all and create a WINZIP folder. If you are communicating through WhatsApp, you can send the folder via WhatsApp. To create a WinZip file, you will need the WinZip program/software, which allows you to open or create WinZip folders.

On the second page, you will find a sample Document Checklist. Create your own checklist based on this sample, removing any unnecessary information and guidelines.

TC - This code is for individuals from Asian, Pakistani, Indian, Filipino, etc., backgrounds. W - This code is for US/Western nationals. Please ensure that you select the correct job code to avoid any mistakes.

**Names on the documents**

Please ensure that your name on your passport, nationality ID card, school certificate, degree, or diploma is the same. If there are any discrepancies, please take the time to correct and fix them. This will facilitate visa processing. When the name on the documents does not match, it may cause delays in the visa process, or the employer may cancel your hiring approval.

Incorrect Correct

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Making Photocopies

All copies must be in portrait setting

Portrait Landscape

Not acceptable

Acceptable view & presentation