

## 2. Pre-Joining Administration Form

Form to be filled in block letters and in black ink pen. Follow the below guidelines when completing the Pre-Joining Administration Form.

### Name:

- Your full name (first and last) as per your passport/ birth certificate.
- No nicknames should be used.

### Nationality:

- Your nationality follows the passport you hold or are eligible for. If you have 2 nationalities, mention the second nationality under "Dual Nationality" (e.g. Present Nationality: British, Dual Nationality: Italian)

### Contact details:

- Provide at least 2 telephone numbers (mobile and an alternative) including your country code.
- Accurate address, include city, street and location as well as country.

### Education History:

- Chronologically mention the education you have completed and can provide a proof of.
- State the start and the end date. However only the end date is required for your high school completion.
- Specify the field if a diploma or a degree is held. (e.g. Bachelor's Degree in Business)

### Work History:

- Write your employment history in chronological order starting with the present position. If you are currently unemployed or studying, write "seeking employment" or "student" in the present box.
- Volunteer, unpaid, internship, freelance and part-time work must be included as well as unfinished studies.
- State the month and the year you commenced and completed work and always mention your reason for leaving.
- Gaps longer than 3 months must be clarified in your work history (e.g. seeking employment, studies, travel abroad).

### Pre-employment commitments:

- If you have any commitment in the next 5 months after your interview, tick the Yes box and specify (e.g. Final Exams in June 2014). You will be asked for employment only after the date mentioned.

### Notice period and date available for employment:

- Mention your notice period and the date available for employment (e.g. July 2014, Immediately, ASAP, After notice period). Date available for employment cannot be more than 5 months away from current date.

### Yes/No questions:

- Respond to all the questions in the box provided. If you tick Yes for having allergies, please specify (e.g. Animals = Dogs and Cats)

### Annual Leave Destination (ALD) and ERP:

- Once every year Emirates will fly you to your home country (according to your passport or permanent residency)
  - If the country of your current residency is an Emirates destination, the airport closest to your home will be your annual leave destination. E.g. If your passport/permanent address is in the U.K. your Annual Leave Destination would be either: Heathrow, Gatwick, Manchester, Newcastle, Birmingham or Glasgow.
  - If the country of your current residency is not an Emirates destination, your ALD will be discussed with the Recruiters during the final interview.
- ERP is the currency in the country of your annual leave destination. E.g. Euro (France); AUD (Australia).

### Passport details:

- If you have a valid passport please fill all the details. If your passport is valid for less than 1 year, you will be required to obtain a new one if successful. If you do not have a passport you can leave this section blank.