



# Documentation Checklist and Guidelines

## Final Interview Details

Name: [REDACTED]  
 Reference Number: [REDACTED]  
 Date of Interview: [REDACTED]  
 Time: [REDACTED]  
 Location: ROME FCO

## A. Documentation Checklist

		YES	NO
1	Complete Online Psychometrics Test ***Mandatory prior to Final Interview	✓	
2	Fill Pre-Joining Administration Form ***Mandatory prior to Final Interview	✓	
3	Colored Passport Photocopy x 2, if you don't have a passport please bring a photocopy of government issued ID. ***Mandatory prior to Final Interview	✓	
4	Photos		
	A. Formal Full Length Photo x 1	✓	
	B. Passport Size Photo x 6	✓	
	C. Casual Photos x 2	✓	
5	Updated CV	✓	
6	Photocopy of Educational Certificates	✓	
7	Apply Online ( <a href="http://www.emirates.com/careers">www.emirates.com/careers</a> ) A fully complete and up to date online application must be available on our website before your file can be submitted for review	✓	
8	Complete an online advertising survey. Please log on to: <a href="https://www.research.net/s/ekcabincrew">https://www.research.net/s/ekcabincrew</a>	✓	
9	If currently employed in UAE please provide: Photocopy of Proof of Present Employment, Visa Copy and colored copy of UAE ID (both sides)		

### Pending Documents

All documents are expected to be submitted or emailed within 7 DAYS of Final Interview

You need to E-mail pending documents to [cabincrewrec.dubai@emirates.com](mailto:cabincrewrec.dubai@emirates.com)  
Send each document by a separate email and the attachments should not exceed 1MB (PDF or JPEG format)

Ensure you follow the below format when forwarding your documents :

EMAIL SUBJECT: Name of the Recruitment Coordinator (to be given by the Recruiter) [REDACTED]  
 EMAIL BODY must include:

- Your Name:
- Reference Number:
- Date of Final Interview:
- City of Interview:

## B. Documentation Guidelines

### 1. Online Psychometrics Test (Mandatory prior to Final Interview)

- Log on to [www.emirates.mapTQ.com](http://www.emirates.mapTQ.com).
- Enter the unique LOGIN ID to be given by recruiter. LOGIN ID:
- This test must be completed on a Desktop or Laptop as it runs on Flash. It will not work on tablets, smart phones etc.
- Complete the test in one sitting without interruption. Set aside 15 minutes to complete the test.
- If you are locked out of the system login again using the generic Login ID mentioned above.