

# Our Admission Process

Ethiopian Airlines Group sponsors interested and qualified applicants for the positions Trainee Pilot and Trainee Flight Instructor to be enrolled in its Aviation Academy and hired upon successful completion of the training.

What can you expect if you apply for a *Trainee Pilot/ Trainee Flight Instructor* position at Ethiopian Airlines Group? There are typically ten elements to our admission process:

## Step 1: Application

- Search our current vacancies listing for a position you are interested in on our website [www.ethiopianairlines.com/EAA/Announcement](http://www.ethiopianairlines.com/EAA/Announcement). If your profile matches with the minimum qualification requirement you can apply by directly coming to our Head Office on the specified date and location for registration posted on the vacancy announcement.

### What You Need

You'll need the following items for your application:

- Original and copy of the required educational credential.
- One passport size photograph in full business attire
- If your profile matches with the minimum qualification requirement your Height will be measured.
- If you pass both the profile match up and the height requirement you will register, fill and submit an application form along with your credentials and one passport size photograph. You will be then advised the schedule of the written exam.

### **Ethiopian Aviation Academy**

## Step 2: Written Exam

- Once you pass the initial application phase successfully, you will sit for written exam per the schedule announced to you at the time of your registration.
- When you come for the written exam you are required to bring with you an identification card.

## Step 3: Competency Based Interview

- Following the written exam shortlisted candidates who passed the written exam will be invited to take part in the Interview. You will be notified for interview through our website [www.ethiopianairlines.com/EAA/Announcement](http://www.ethiopianairlines.com/EAA/Announcement) which includes also the details of your schedule.

### What you need:

You'll need the following items when you come for the interview:

- Original and copy of Kebele ID.
- Two passport size photograph in full business attire.

## Step 4: Simulator Exam

- Once you pass the Competency Based Interview you will take the simulator assessment. You will be notified for simulator assessment through our website [www.ethiopianairlines.com/EAA/Announcement](http://www.ethiopianairlines.com/EAA/Announcement) which includes also the details of your schedule.

## Step 5: Clearance

- If and when you pass the simulator assessment successfully clearance process will be conducted.

## **Step 6: Medical checkup and Police Forensic**

- Once you pass the clearance phase you will be advised for Medical checkup and police forensic through our website [www.ethiopianairlines.com/EAA/Announcement](http://www.ethiopianairlines.com/EAA/Announcement) which includes also the details of your schedule.
- You will go through the medical testing and if your result is satisfactory or when you are found fit for the position you will proceed to the next process.
- You are also required to submit the police forensic result.

### **What you need:**

You'll need Two passport size photograph in full business attire when you come for the Medical checkup and Police Forensic:

## **Step 7: Confidential and Release Letter**

- If you are an employee of another organization, you will be presented with a sealed confidential letter to be filled by your employer and returned in the same manner.
- After that you will bring release letter.

## **Step 8: Training and Service Contract**

- Candidates who fulfill the above mandatory requirements will sign the training and service contract before they start training. To sign the training and service contract fulfilling the below requirements is mandatory. You are thus required to carefully read the below

requirements and fulfill same when you come to sign the contract on the dates specified to you.

1. *The Trainee:*

*I. If married, spouse is required to physically appear in Ethiopian premises to sign the Training and Service Contract. Must also bring marriage certificate (original and copy)*

*II. If not married, you are required to bring valid non-marital certificate issued within six months (original & copy)*

2. *Guarantor:*

*I. The employer of the guarantor shall be either of the following only:*

- *Governmental organizations*
- *All financial institutions (Banks, Insurance and Credit associations)*
- *Corporate establishments*

*II. Points that should be included in the guarantor letter:*

- *The letter should state that the guarantor is a **permanent employee** of the organization*
- *The **salary** of the guarantor should be specified. The minimum salary of guarantor should be **7000 birr**.*
- *Having two guarantors is allowed considering that both of them will fulfill the same requirement.*
- *And most importantly the letter should state that the organization will let Ethiopian know is and when the guarantor leaves the company either through resignation, retirement or any other reason.*

*iii. Guarantor must bring non-marital or marriage certificate*

- *If married, spouse is required to physically appear in ET premises to sign the Training and Service Contract, must also bring marriage certificate (original and copy)*

- *If not married must bring non-marital certificate issued within six months (original and copy)*

*iv. Guarantor must bring his/her company ID (original and copy).*

## **Step 9: Trainee ID**

- *Once you fulfil the above mentioned requirements you will take Trainee ID and uniform. You will need one passport size photo (white background) for ID processing.*

## **Step 10: Joining Training**

- *After successfully going through the recruitment process you will join Ethiopian Aviation Academy. The class start date will be communicated to you after you sign the Training and service contract.*

*The whole admission journey to join our world class Aviation Training Center looks like this.*

*Any interested applicant or candidate who went through the process but was not successful at any level of assessment or process, can come to our office and get the information he/she may require.*

*For more information, please contact us on 0115174532/8097/4012.*