Auckland Airport Emergency Service

**RECRUITMENT PROCESS**

**If you are reading this thank you for showing interest in starting your journey with Auckland Airport Emergency Service. Below you will find information on the steps of the recruitment process, and a guide to the assessments along the way.**

1. **ATTEND PREPARATION SESSION(S)**
* Book in a session time, or even better multiple sessions, to have the opportunity to come and see what the physical test entails. Try it out to learn where you can make improvements to better your chance of achieving selection.
Current AES (Airport Emergency Services) team members will be on hand to offer training tips, and to answer any questions you may have on the test, or on the role. (This step is highly recommended to prevent disappointment on final selection)
* [Bookings for March 27, April 2, April 10, April 24th](https://forms.office.com/Pages/ResponsePage.aspx?id=dg6O_VwclkKnu3ixL0JW9H4I9dCPqUpCkSiHcDFU49JUREVOUE4xVjFKT1M4OUkwMTZPVjBJQUM2QSQlQCN0PWcu)
1. **INITIAL APPLICATION**
* Complete the online application – applications are only accepted via this link. This involves answering a series of multi-choice and written answer questions.
* [Online application link](https://forms.office.com/Pages/ResponsePage.aspx?id=dg6O_VwclkKnu3ixL0JW9LCwWkd7IvVJvjd99bQLiVpUMExUV0lKM01GNkhQOFg0Mkg4NVdNOFdSTi4u)



* Candidates are assessed on the quality of this application and, if successful, will move onto the next stage of recruitment.
1. **PRE-ENTRY PHYSICAL TESTING**

If your Initial application is successful, you will be invited to attend a Pre-entry Physical Testing session at Auckland Airport.

* The PPT (PRE-ENTRY PHYSICAL TEST) involves a maximal effort beep test to determine the candidates’ aerobic capacity followed immediately by a Job-related Fitness Test. The Job-Related Fitness test consists of eight tasks designed to test the candidates’ agility, balance, strength, and anaerobic and aerobic fitness.
* As the PPT is very physically challenging, candidates should ensure they are adequately prepared both aerobically and strength wise.
* Candidates should be adequately rested and hydrated prior to the test.
* Candidates will be required to wear suitable clothing and footwear.
* Candidates shall complete a ten-minute warm up prior to undertaking the test.
* A detailed presentation of the test is given prior to the test being carried out.
* All the job-related tasks will be carried out wearing the following items of firefighting equipment:
* Breathing apparatus (weighing ~16kg)
* Gloves
* Helmet
* The job-related tasks are timed, completed consecutively and without rest.

Successful candidates will move onto the next stage of recruitment.

1. **PRACTICAL ASSESSMENT DAY**

If your application is successful through the Pre-Entry Physical Test, you will be invited to attend a Practical Assessment Day. Candidates will work in teams to complete a number of exercises testing the candidates’ suitability in:

* Teamwork
* Communication
* Problem solving
* Operating in confined spaces
* Operating at height

Ratings are collated together with assessment comments and observations and used to shortlist candidates for the next stage of testing.

1. **COGNITIVE AND JOB FIT ASSESSMENT**

Applicants who are short-listed for the interview stage will undergo cognitive and job fit testing online. These results go toward final selection.

1. **INTERVIEW**

The interview stage is our opportunity to talk to you one on one. We will be asking you to give examples of experience to align with the tasks of the role and the company values.

It is also your opportunity to ask us any questions you may have about the position and the company.

1. **MEDICAL SCREENING**

Applicants should meet all the requirements determined by the Civil Aviation Authority (CAA) and include:

* **Vision:** A distance visual acuity (without correction) of 6/12 in each eye separately. No standard is set for near visual acuity.
* **Colour perception:** Applicants should have normal colour perception as tested by pseudo-isochromatic plates. This should not be failed by more than 2 errors in a 24-plate set.
* **Hearing:** Applicants should understand an average conversational voice in a room using both ears at a distance of 2.5 metres (8 ft) from the examiner.
* **Medical fitness:** Applicants should be free from any congenital or acquired disability and the effects of medication or of drugs causing such a degree of functional incapacity as is likely to interfere with the efficient performance of their duties during the period before the next medical review.

There should be no history or current diagnosis of the following:

* Psychosis, depression, or other psychiatric illness
* Alcohol or drug dependency
* Epilepsy
* Isolated recent convulsions (unless a cause is known and has been eliminated) or brain injury or cranial surgery sufficiently recent to carry a heightened risk of epilepsy
* Any disturbance of consciousness without explanation
* Coronary artery disease (whether successfully treated or not)
* Other cardiac conditions treated by surgical means e.g., valve replacement or insertion of a pacemaker.
* Any active disease, or functional disability of the lungs
* Diabetes mellitus controlled by insulin
1. **SECURITY SCREENING**

Applicants who are short-listed for the interview stage must be able to pass a security background check in order to hold a Civil Aviation Authority airside pass. This is a regulatory requirement.

If you have received a custodial sentence at any time, your conviction may prevent you from proceeding past the interview stage. Applicants who have received a conviction in the last 7 years for any of the following will be deemed unsuitable:

* Arson
* Sexually related crimes
* Theft
* Fraud
* Perjury
* Misusing information
* Any other crime of dishonesty

Applicants who have more than one conviction of any type in the last 7 years will be deemed unsuitable. Applicants who have no more than one conviction in the last 7 years and where sentenced to one of the following are likely to be deemed suitable:

* Fine
* Community based sentence
* Suspended sentence
* Corrective training

Driving related offences such as parking and speeding will not affect the applicant’s suitability. More serious driving charges such as careless, reckless, dangerous driving or driving while under the influence of drugs or alcohol may affect your eligibility. As a guide, applicants who have not had a driving conviction in the past 7 years will likely be deemed suitable.

1. **REFERENCE CHECKS**

Referees will be contacted to help us gain an insight from previous employers or managers into the applicant’s previous employment performance and suitability for the role.