



*Australian*  
**Air League Inc.**

# APPLICATION FOR AN OFFICER WARRANT

Form 41  
6/2017

*This application should be submitted to the Officer Commanding of your unit.*

I, ..... (full name)

of: ..... (address)

hereby apply to become and Officer of the AUSTRALIAN AIR LEAGE Inc.

I submit the following required information in support of my application.

## 1. APPLICANT DETAILS (please use block letters)

Membership No: .....

Last Name: ..... First Name: .....

Address: ..... Postcode: .....

Email: ..... Mobile Phone: .....

Home Phone: ..... Business Phone: .....

## 2. RELEVANT EXPERIENCE

a) Are you currently connected with any other Club or Organisation?  YES  NO

Name of Organisation	Type	Position/s Held	No. of Yrs

b) Do you have any special training or qualifications  YES  NO

(please include details of service in the Defence Force)

Qualification	Institution	Year Attained	Evidence Attached

c) What is your current occupation/trade/profession and position held

Name of Employer	Position Held	Trade/Profession	No. of Yrs

d) Have you had any previous experience in voluntary organisations  YES  NO

Name of Organisation	Type	No. of Yrs	Reason for Leaving

**3. DECLARATION**

a) Form 41a – List of Character References completed and attached  YES  NO

b) Do you consider that your character will stand investigation?  YES  NO

c) I am aware that the acceptance of this form does not constitute my acceptance as an Officer of the Australian Air League Inc. and that my application may be accepted or rejected

by the ..... Group Council at their own discretion.

Signature of Applicant: ..... Date: .....

**OFFICIAL USE ONLY**

**1. SQUADRON**

I certify that the applicant is a financial member. Membership No: .....

Signature of Sqn O.C./Adj: ..... Date: .....

**2. WING O.C. / REG. COMR. / REG. OFF.**

I certify that I have sighted the above application.

Signature of Wing O.C.: ..... Date: .....

Signature of Reg. Comr./Reg. Off.: ..... Date: .....

**3 GROUP HEADQUARTERS**

Action	Date	Sign	Appointment
Forwarded to Group Training Comr./Off.			
Applicant advised of course upon completion			

This applicant has been entered into the Officer Development Program

Commencing: ..... Finishing: .....



## LIST OF CHARACTER REFERENCES

Form 41a  
6/2017

*This form should be completed and submitted with a Form 41 – Application for an Officers Warrant.*

### 1. APPLICANT DETAILS

Membership No: .....

Last Name: ..... First Name: .....

Phone Number: ..... Email: .....

### 2. REFERENCES

Name of Reference #1: ..... Years known for: .....

Address: ..... Suburb: ..... P/C: .....

Phone Number: ..... Email: .....

Relationship to you: .....

Name of Reference #2: ..... Years known for: .....

Address: ..... Suburb: ..... P/C: .....

Phone Number: ..... Email: .....

Relationship to you: .....

Name of Reference #3: ..... Years known for: .....

Address: ..... Suburb: ..... P/C: .....

Phone Number: ..... Email: .....

Relationship to you: .....

Name of Reference #4: ..... Years known for: .....

Address: ..... Suburb: ..... P/C: .....

Phone Number: ..... Email: .....

Relationship to you: .....

### 3. DECLARATION

I hereby acknowledge that the supplied references:

- are not related to me; and
- are not current financial members of the Australian Air League Inc.; and
- have been informed that they will be requested to supply a written character reference in support of my application to become an officer in the Australian Air League.

Signature of Applicant: ..... Date: .....



*Australian*  
**Air League Inc.**

## OFFICER CANDIDATE REFERENCE CHECK

Form 41b  
6/2017

### 1. APPLICANT DETAILS

Membership No: .....

Last Name: ..... First Name: .....

### 2. REFERENCE DETAILS

Name of Reference: .....

Address: ..... Suburb: ..... P/C: .....

Phone Number: ..... Email: .....

### 3. INTERVIEWING OFFICER

Last Name: ..... First Name: .....

Appointment: ..... Membership No: .....

### 4. INTERVIEW QUESTIONS

Date of call: ..... Time of call: .....

#### Introduction

My name is <insert name> and I'm calling to conduct a reference check for <applicant name> who has applied to be an adult leader in the Australian Air League. The AAL is a non for profit youth organization for girls and boys aged 8 to 18, whose primary purpose is to encourage an interest in aviation as a career or hobby. Your details have been provided to me by <applicant name>, and I would like to first confirm if you are prepared to provide a reference?

*If no, thank them for their time and move onto next reference provided by applicant*

The reference check will take approximately 10 minutes to complete, is this a good time for you?

If not, when is a convenient time for us to continue this conversation?

*Details of new time for interview - Date of call: ..... Time of call: .....*

Please note that this reference will be used in the overall evaluation of the applicant and will affect whether they are approved as an adult leader in the AAL.

Can you please confirm your details that were provided by the applicant? *As above*

#### Questions

How long have you know the candidate? .....

In what capacity do you know the candidate?.....

.....

Could you please give a rating out of 10 for the following questions, where 1 is poor or not at all, and 10 is outstanding or always. If you are unable to give a rating as you have not seen or experienced the candidates actions, please state Unsure.

*If very high or very low rating, ask for further information or an instance where statement occurred*

Do you consider the candidate to be a team player? .....

.....

How comfortable is the candidate with receiving and following instructions and rules?.....

.....

Do you consider the candidate to be an organised person?.....

.....

Do you consider that the candidate is able to handle and resolve conflict?.....

.....

.....

Does the candidate display leadership qualities? .....

.....

.....

Does the candidate show commitment to projects that they undertake?.....

.....

.....

Can you think of any reasons why the candidate should not be responsible for the care of children or become an adult leader in a community organization, such as the Australian Air League?

.....

.....

.....

Any further comments? .....

.....

.....

.....

### **Conclusion**

Thank you for taking the time to provide feedback. If you wish to provide further information you can contact me on <interviewing officers email address>.

### **Interviewing Officer Comments – Post Interview**

.....

.....

Interviewing Officer Signature: ..... Date: .....



## Australian Air League Inc.

### OFFICER DEVELOPMENT PROGRAM

<b>Name:</b>		<b>Start date:</b>	
<b>Squadron:</b>		<b>End date:</b>	

#### RECORD OF TRAINING – Stages 1 and 2

	Steps of training and assessment	(✓)	Date
<b>A</b>	Pre-enrolment interview with OC Squadron and Wing Staff Officer		
<b>B</b>	Submit Police Check and/or Working with Children Form (where required)		
<b>C</b>	Police check or Working with Children check is approved and submitted to Group		
<b>D</b>	Complete Form 20, Form 41, pay membership fee and check references		
<b>E</b>	Receive membership card, certificate and access to online resources and AAL Training Portal		
<b>F</b>	Complete workbook GP6 and assessment		
<b>G</b>	Complete Stage 2 Online Course and assessments		
<b>H</b>	Study Instructors Handbook		
<b>I</b>	Complete an assessed mini-presentation to a class of cadets		
<b>J</b>	Complete DP3 drill assessment		
<b>k</b>	Complete progress review with nominated training supervisor		
<b>O</b>	Attend Officer Selection or GP Board		