



AUSTRALIAN PARACHUTE FEDERATION

R6

PO Box 1440, Springwood QLD 4127
P-(07) 3457 0100 ~ E-apf@apf.com.au ~ W-www.apf.com.au

CHIEF INSTRUCTOR APPLICATION

Name Date of Birth / /
APF No Mobile

Club/Training Organisation

Requirements (as per RS 54):

Resume (*attached*).

To satisfy the requirement for a written request from the Club for the appointment of the applicant as the CI, and for nomination of TOM, a completed 'Form **CL1** Club Application, Renewal and Change' will suffice.

Training Organisation Details:

- Written notification stating that the personnel, equipment, documentation and facilities that are presently available to the organisation will continue to be utilised (*attached*), or
- Evidence the applicant has access to all the necessary personnel, equipment, documentation and facilities needed to satisfactorily conduct the parachute training covered in the proposed TOM (*attached*).

To satisfy the requirement for Senior Pilot, the Chief Instructor/applicant and proposed Senior Pilot must complete and submit Form **J3** for NAO approval.

Notes: The assessment and approval of new/changed Chief Instructors, Clubs, TOMs, and Senior Pilots are each separate processes. Training operations must not commence until each is approved and the APF Office makes the necessary appointments effective.

The applicant should work with Club and APF officers to ensure the APF Office (and in particular, the Safety & Training Manager) receive all the information necessary for assessing the application. (Refer to RS 54 and see "Office Use only" over page as a guide.)

Statement by Applicant: I hereby declare that:

- I have met all APF requirements applicable to this application;
- I agree to abide by the approved TOM for the Club;
- I am committed to providing the necessary direct supervision; and
- I agree to comply with and abide by all APF policies, rules, regulations and mandatory manuals in force and as varied from time to time.

Applicant Signature: Date/...../..... Club Affiliation:

Payment Information

\$99 (non-refundable) fee per application as applicable. Please complete the following fields.

MasterCard / VISA / E.F.T.

The APF Office will contact you for/with payment details.

Cheque / Money Order

Please adhere securely to this application form and post to **APF PO Box 1440, Springwood QLD 4127**

Life Member (Free to Life Members)

Office Use Only:

Have you considered making a donation to the Australian Parachute Team? Tax deductible donations to support our national teams with training and competition costs may be made to the Australian Sports Foundation. For further information visit www.apf.com.au

APF Office use only:

The following been provided:

- recommendations for appointment from two currently appointed CI's
- CL1 for Club (satisfies Club endorsement requirement)
- J3 for Senior Pilot (if applicable)
- Evidence of consultation with the Technical and Safety Committee and any other relevant consultations

APF Office is satisfied that the candidate:

- is 'a fit and proper person and of good repute' to hold the position of Chief Instructor (a Police Check may be required);
- has the ability to conduct training operations safely and effectively;
- has not had any disciplinary determinations against them in the preceding five years;
- has a credible history as a professional instructor, able to handle the responsibilities of the position; and
- is suitable for the peculiarities of the particular Club.

Conditions imposed (if any):

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Approval of the Safety & Training Manager or his/her delegate:

Comments (if any):

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Signature: Date...../...../.....

Candidate Notification:

- Rejection of application, or Approval of Application then Written acceptance received

Other Notifications:

- Club Nominated Person Council STO APF Office staff

Updates:

- APF Database APF website Any gap in candidate's capabilities has been noted for attention.