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# Instructions for completing the United Airlines Pilot Application Online

## PLEASE READ ALL INSTRUCTIONS PRIOR TO STARTING

This application will take a minimum of 1 hour to complete correctly, so please be sure you have the time available without interruptions.

An application once filed is considered "live" for one year. Please do not apply if you do not currently meet the all of the required qualifications. Should any of your qualifications change once you have completed the online application you are welcome to update your application every 6 months. Updated applications will be reviewed for competitiveness following initial application.

It is absolutely imperative that you be consistent in the data that is asked of you throughout the entire process. Your ATP certificate number and email address will be used to continually match assessments and testing results. You must use the same email address throughout the process.

This online application you are being asked to complete is utilized to conduct your background check, if you are successful in your United interview. It is imperative that all fields be complete and dates are accurate to ensure you are able to begin your career with United.

You need to account for the entire past 10 years on your application. If you have a gap of 12 months or more in which you were not in school or verifiably employed, your whereabouts during this period will need to be explained. You can enter another field in "create work experience" to document how your time was spent (i.e. retired, homemaker, etc).

Our background check will complete a search and identify any positions held over the last 10 years. You are asked to fill in your complete 10 year work history (all jobs held within the last 10 years including part-time, temporary and seasonal jobs). You must also state the reason for leaving each job (except current position). Please provide employer name, city, state, supervisor name and phone number, job title and dates of employment.

### Education that should be included:

Any schools attended in the last 10 years to cover timeline of your whereabouts.

**AND**

HS Diploma/GED information (regardless of when obtained) as this will be verified if you do not have any college education listed.

**AND**

Any college degree that has been received from an accredited school, even if it was obtained more than 10 years ago. Please do not declare a degree held if the school will

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not acknowledge it awarded (i.e. credits earned but degree not obtained). All degrees declared will be verified.

Complete all fields on your application. If it is not applicable please indicate N/A to acknowledge you have reviewed the field.

There are fields labelled "Achievements" and "Other Achievements/Certificates". It is acceptable to enter N/A or something of significant value that you feel you would like to share (i.e. award or special project involvement).

At the time of your United interview, you will be asked to review your application and sign it to indicate all information is true and accurate. Should the information not be complete at the time of your interview, you may need to complete any missing information in order to be considered for the training opportunity.

We thank you in advance for taking the time to complete your application as thoroughly as possible.

### Login Information:

- Please make sure to fill in your social security or national ID number.

**AND**

- Please do not type any additional unnecessary characters such as "quotation marks", dashes - etc.

**AND**

- Please do not include more than 2 attachments to your application. A resume is encouraged but a cover letter is not necessary.

### TIPS:

- If you start the application and must leave your computer you will be "timed out". Start with everything available to complete the application and do not allow interruptions that will take you away for more than 5 minutes.
- Be sure to write down your User Name and Password. It is really important to save this information should you plan to update your data in the future.

Step  
1

If you have previously applied for a position with United Airlines login as a **Returning User**, otherwise register as a **New User**. Please write down your User Name and Password as you will need this later.

**Login**

Please identify yourself and sign in.

<b>New User</b>
<a href="#">Registration</a>

  

<b>Returning User</b>
User Name
<input type="text"/>
<a href="#">Forgot your user name?</a>
Password
<input type="password"/>
<a href="#">Forgot your password?</a>
<input type="button" value="Login"/>

**Attention**  
If you usually log in using an email address, enter it in the User Name field.

Step  
2

During the New User Registration you will be asked to create a **User Name**, choose a **Security Question**, and enter your **Email address**.

### New User Registration

Required fields are marked with an asterisk (\*).

#### Login Information

You will need this information to access your account in the future.

User Name (at least 4 characters)\*

Password (at least 6 characters)\*

Re-enter password\*

#### Security Question

This information will help us to easily identify you in the future if you forget your user name or your password. Select a question whose answer is easy for you to remember but hard for others to guess.

Select a security question\*

Enter the answer\*

#### Email Contact Information

This information will enable us to send you updates on your candidate record.

Email address\*

Re-enter email address\*

Login

Step  
3

If you have previously applied for a position and need help with your User Name and/or password, click on **“Forgot your user name?”** or **“Forgot your password?”** at the Login page. The best way to ensure the system finds a unique match when retrieving your User Name is by entering **only your Email address.**

**Forgotten User Name**

The information below will help us to identify your unique candidate record. Fill in the fields, then click **Validate** to verify if the information matches a unique candidate record. Note that email addresses usually produce the best results.

The screenshot shows a form titled "Personal Information" with a dark blue header. Below the header are several input fields: "First Name", "Last Name", and "Initial" (a smaller field), followed by "Street Address", "Email Address", and "Phone Number (Home, Work or Cellular)". A "Validate" button is located at the bottom right of the form area.

Step  
4

You will be prompted to enter your **Personal Information** and answer several questions.

We recommend when you are asked to Submit Personal Information you choose “I want to fill out the online form manually.” This will ensure the information entered is correctly. If you do choose to paste your resume, and allow the information to transfer into the application document, **you need to review and edit all information** to be sure it has transferred into the correct field.

**Submitting Personal Information**

You can submit the candidate information in two ways:

- 1. Fill out an online form manually.
- 2. Attach a file containing a resume.

If you attach a file, the system will automatically extract the relevant information in the resume and fill out part of the online form. Afterwards, you can review the extracted information and make the appropriate changes.

- I want to fill out the online form manually.
- I want to attach a resume that the system will use to fill in part of the online form automatically.

Select a resume file

Note: Once the process completed, please verify the fields containing values automatically extracted from the resume. You may have to manually correct or fill out some of them, if necessary.

 The attachment will be scanned to ensure it does not contain any viruses.

<b>Step</b> <b>5</b>	<p>You will be asked to complete your work experience and education. Please provide your <b>Work Experience</b> for the last 10 years, starting with most recent. Please provide your <b>Education and Training</b>, including colleges, trade, and military schools, starting with most recent. Include Elementary if attended during the last 10 years. Include High School/GED information even if it was obtained more than 10 years ago.</p> <p>Additional Work Experience and Education blocks can be added as needed by clicking on the <b>Create Entry button</b>.</p> <p><b>Work Experience Information</b> ⓘ</p> <div style="border: 1px solid #ccc; padding: 5px;"><ul style="list-style-type: none"><li>▪ To specify an experience entry, click <b>Create Work Experience</b>.</li></ul><div style="text-align: right;"><input type="button" value="Create Entry..."/></div></div> <hr/> <p><b>Education Information</b> ⓘ</p> <div style="border: 1px solid #ccc; padding: 5px;"><ul style="list-style-type: none"><li>▪ To specify an education entry, click <b>Create Education</b>.</li></ul><div style="text-align: right;"><input type="button" value="Create Entry..."/></div></div>
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Upon completion please sign out and then sign back in to review the application. Be sure to verify all fields have been completed and that the information is in the correct field.

Thank you for your interest in a pilot career with United Airlines! Due to the overwhelming volume of applications we received, we are unable to respond to individual inquiries concerning status. We wish you the best in your endeavors.