

2025-2026

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## YVRAA APRON CONTROLLER APPLICATION AND HIRING GUIDE





## **Our Vision**

To deliver a world class apron management service that drives operational excellence and supports reliability, predictability, and resilience in airport operations.

## **Our Mission**

To maintain a safe, orderly, and efficient flow of aircraft and vehicles on our aprons, ensuring effective coordination between air and ground operations while optimizing capacity, supporting on-time performance, and upholding the highest standards of safety and compliance.

## **Our Values**

Safety, Teamwork, Accountability, and Innovation



## A Message from the Director, Operational Excellence and Improvement

Welcome to the YVR Apron Controller recruitment process! We are excited that you are considering joining our new Apron Management Service Team, where we'll be continuing and building on our pride in delivering excellence in operations.

At YVR, our core values—**safety, teamwork, accountability, and innovation**—are the foundation of everything we do. As an Apron Controller, you will play a critical role in ensuring safe and efficient ground operations on our airfield as part of a highly skilled and dedicated team. Your attention to detail, ability to adapt, make quick decisions, and work collaboratively and seamlessly with others will be essential in maintaining our world-class operational standards.

We understand that pursuing a career in aviation offers many opportunities, and we appreciate your interest in YVR Apron Management Service. If you are a hard-working professional with a commitment to safety and a team-oriented mindset, we look forward to welcoming you into our recruitment process.

Thank you for considering YVR as the next step in your aviation career. We look forward to learning more about you and how you can contribute to our team's success.

Brett Patterson  
Director, Operational Excellence and Improvement

# **YVRAA Apron Controller Application and Hiring Guide 2025-2026**

Welcome to the 2025-2026 Vancouver Airport Authority (YVRAA) Apron Controller Hiring Process. This guide is designed to help you navigate each step of our recruitment process. To be as competitive as possible, it's important to follow instructions carefully and pay close attention to detail. Please read this guide in full before proceeding with your application.

## **2025-2026 Application Steps**

The following steps outline the necessary requirements and are subject to change. They are provided to give applicants an overview of our process. Applicants will be moved through the process as quickly as possible based on their individual progress through each step. Steps and/or dates will be communicated directly to you prior to each stage of the process if you are moving forward.

- Step 1 – Application
- Step 2 – Phone Interview
- Step 3 – English Language Proficiency Test (ICAO Level 4)
- Step 4 – Cognitive Test
- Step 5 – Initial Panel Interview
- Step 6 – Apron Controller Suitability Test
- Step 7 – Final Panel Interview
- Step 8 – Conditional Offer of Employment
- Step 9 – Background Check & Medical Assessment

It is important that you read and understand the following information before you begin the application process:

- Applications will only be accepted through YVR's online application system. Applications received via any other means e.g., email, fax, or hard copy will not be accepted.
- It is important to use an email address that you check regularly. Communication with you throughout the recruitment process will be primarily through email. Please regularly check your junk folder, so you don't miss any communications.
- Follow the instructions in this guide and in any subsequent communication carefully. Failing to follow instructions may result in your removal from the process.
- Ensure you complete your application properly and include all the required documentation at the appropriate times, as outlined in this guide and in any subsequent communications.
- Incomplete applications will be screened out of the process.

# 2025-2026 Hiring Process Overview

## Step 1 - Application

### Application Period

Applications will be accepted during the period of **November 21, 2025 – January 16, 2026** and must be submitted through YVR's online application system found at: [Apron Controller at Vancouver Airport Authority](#)

A confirmation email will be sent once your application has been received. Do not call Human Resources to ask if your application has been received.

If you have any questions about accessibility or require any assistance applying, please reach out to [careers@yvr.ca](mailto:careers@yvr.ca).

All emails on the next steps and/or dates will come from [ApronControl\\_Careers@yvr.ca](mailto:ApronControl_Careers@yvr.ca).

**Important:** Our assessment and interview facilities are fully accessible, ensuring an inclusive environment for all candidates. Additionally, our Digital Apron Control Centre (DACC) will feature workstations thoughtfully designed to support a range of accessibility needs, including mobility considerations.

Please do not contact Human Resources for an update on your application's progress.

### Application Screening

Your application will be screened to ensure you meet all the basic qualifications. Should you not meet all the basic qualifications (required at the time of application) you will be screened out.

**A short list of applicants will be created based on the screening results.**

## Step 2 - Phone Interview

Should you successfully pass the Application Screening, you will be scheduled for a Phone Interview with a Talent Acquisition Specialist.

### Step 3 – English Language Proficiency Test (ICAO)

Should you successfully pass the Phone Interview, you will be invited to take the International Civil Aviation Organization (ICAO) English Language Proficiency test.

This ten-minute test is administered by a qualified examiner via video conference over Zoom.

### Step 4 – Cognitive Test

Should you successfully demonstrate ICAO Level 4 English Language Proficiency, you will be invited to complete a Cognitive Test.

This is a competency assessment, and you will receive an email with details about the online testing, including registration instructions and the time allocated for completion.

### Step 5 – Initial Panel Interview

Should you successfully pass the Cognitive Test, you will be invited to a panel interview which will be conducted by two leaders from our Operations Department.

This interview will be conducted by video conference via Microsoft Teams, with video turned on, where you will have 30 minutes to answer a series of questions.

### Step 6 – Apron Controller Suitability Test

Following the Initial Panel Interview, successful applicants will proceed to complete an Apron Controller Suitability Test. This assessment evaluates overall fit for the role, the department, and the airport. The test will be conducted online within a specified timeframe.

### Step 7 – Final Panel Interview

Selected applicants will be invited to the Final Panel Interview, which will be conducted by two of the following leaders:

- Manager, Apron Management Service
- Director, Operational Excellence & Improvement
- Director, Terminal Operations & Facilitation
- Director, Service Delivery & Resilience

This stage will require the applicant to attend in person for the interview in a designated room at Vancouver International Airport.

## **Step 8 – Conditional Offer of Employment**

A Conditional Offer of Employment will be extended to the top candidates upon the successful completion of Steps 1 to 7 with a start date in July 2026. Those candidates who successfully complete Steps 1 to 7 but are not immediately provided with a Conditional Offer of Employment may be placed on an eligibility list for hiring in the future.

## **Step 9 – Conditions: Background Check & Medical Assessment**

**The conditions that are referenced in Conditional Offers of Employment include:**

### **Background Check**

A third party will conduct a criminal record check, education verification, and reference checks. To initiate the Background Check, two valid identity documents will be required.

### **Medical Assessment**

A comprehensive Apron Control Medical Examination conducted by Ultima Medical. The medical assessment includes:

- Personal Medical Questionnaire
- In-depth review of personal and family history, and risk factors
- Psychological Screening
- Drug & Alcohol Screening\*
- Vision: Distance/Near/Colour
- Body Mass Index (BMI)
- Sit and Reach
- Comprehensive Physician physical examination
- Review of Hepatitis B immune status
- Tetanus toxoid booster (if not done within previous 10 years)
- Audiogram
- ECG (electrocardiogram)
- Spirometry
- Bloodwork-up

The Vancouver Airport Authority will cover the total cost of the medical assessment, which is currently estimated to be \$905 + GST. However, candidates who accept a position as an Apron Controller and voluntarily terminate their employment, for any reason, prior to successfully completing their initial training period (up to 16 months) will be required to reimburse the Vancouver Airport Authority for this expense in full.



As part of our commitment to safety and operational excellence, successful candidates will be required to adhere to Vancouver Airport Authority's policies regarding drug and alcohol use. This includes compliance with pre-employment and ongoing testing protocols, where applicable, and maintaining a substance-free status while on duty.

\*Apron Controllers are subject to Transport Canada's regulations on alcohol and drug use applicable to Air Traffic Controllers. For details, refer to Section 801.01 of the [Canadian Aviation Regulations](#).

### Offer Conditions Lifted

Applicants who complete the Background Check and Medical Assessment with satisfactory results may have the conditions of their offer lifted.

## 2025-2026 Hiring Timeline

### November 2025 to January 2026

- Step 1 – Application Period

### February 2026

- Step 2 – Phone Interview

### March 2026

- Step 3 – English Language Proficiency Test (ICAO Level 4)
- Step 4 – Cognitive Test

### April 2026

- Step 5 – Initial Panel Interview
- Step 6 – Apron Controller Suitability Test

### May 2026

- Step 7 – Final Panel Interview
- Step 8 – Conditional Offer of Employment

### June 2026

- Step 9 – Background Check & Medical Assessment

### July 2026

- Start Date



**Thank you for your interest in  
YVR Apron Management Service**

