



Job Application Form

Title of post applied for:		Job Ref:	
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Remember all aviation security relevant posts require comprehensive and thorough reference and other checks.

Please write clearly in ink.

Confidential when complete.

1. PERSONAL DETAILS (BLOCK CAPITALS PLEASE)

Surname:

First names:

Former surnames if different:

Full postal address including postcode:

Date of Birth:

Tel No (home):

Tel No (mobile):

Email address:

National Insurance Number:

Nationality:

(You may be required to produce documentation to support your application)

If you are not a British passport holder or a European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit.

Do you need a work permit to be employed in the UK?

Yes

No

If you already have a work permit, when does it expire?



(Please note that your current work permit may not be valid for this post.)

Office use only:

Passport seen and checked/photo ID copied to file along with any relevant Home Office eligibility. **Yes** **No**

Interviewer decision and initials – okay to recruit	YES/NO
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Decision being made by

Name:

Signature

Dated

(NB – RETAIN INTERVIEW NOTES/ASSESSMENT TESTS TO PERSONNEL FILE)



2. EDUCATION/PROFESSIONAL QUALIFICATIONS:

Secondary School

Dates	School	Qualifications

Further and Higher Education

Dates	University/college	Qualifications



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Other relevant Educational or Training Courses, with dates

Dates	Course	Qualifications

Office use only:

AVSEC TRAINING CERTIFICATE SEEN AND RETAINED ON PERSONNEL FILE?

- Yes No

or

- To Be Trained when 5 year background check completed.

IN THE FOLLOWING SECTIONS YOU WILL BE REQUIRED TO GIVE FULL DETAILS OF:

Current and previous employer

Suitable business and/or personal referees to whom we can write to obtain written references for you.

Failure to provide accurate information will inevitably delay your application.

If we cannot obtain references for you that satisfy us and meet The CAA requirements you may not be offered the position you have applied for or your existing employment with us may be terminated.



CAN WE APPROACH YOUR CURRENT AND OTHER EMPLOYER(S) FOR A WRITTEN REFERENCE NOW?

YES NO

3. PRESENT POST

Title of Post:

Name of Employer:

Contact name:

Address and telephone number:

Date Commenced:

Date Ended (if applicable):

4. PREVIOUS EMPLOYMENT OVER THE LAST 5 YEARS.

LIST ALL EMPLOYERS FOR THE LAST 5 YEARS OR MORE STARTING WITH MOST RECENT (Please use continuation sheets if necessary)

YOU MUST ACCOUNT FOR ANY GAPS IN EMPLOYMENT OVER 28 DAYS LONG

Name & address of employer	From DD/MM/YYYY	To DD/MM/YYYY	Position held	Reason for leaving



Have you had any gaps in your employment longer than 28 days? YES / NO (If yes explain details below)

5. OTHER INFORMATION

Health

Please state the number of days sickness absence in the last 2 years:

NB: Successful candidates may be required to complete a full medical questionnaire.

Equality Act 2010

Do you consider yourself to be disabled under the Disability Equality Act 2010?

Yes No

If Yes, are there any adjustments that you think we could make to overcome a disability in relation to the essential requirements of this job?

Yes No

If Yes, please provide further details:

If selected for interview, do you require any assistance/adaptations to help you attend?

Yes No

A GAP IN EXCESS OF 28 DAYS IN YOUR EMPLOYMENT HISTORY MUST BE ACCOUNTED FOR IN ALL CASES



6. REFERENCES. IT IS ESSENTIAL WE CAN OBTAIN REFERENCES FOR YOU TO MEET CAA REQUIREMENTS. REFERENCES MUST BE SATISFACTORY. IF WE CANNOT COMPLETE OUR ENQUIRIES YOU WILL NOT BE OFFERED A POSITION OR EXISTING EMPLOYEES MAY HAVE THEIR WORK TERMINATED.

By completing this application, you are giving us permission for approaches to be made to former employers, educational establishments, Government Agencies and personal referees for verification of the information and to release all information to Government Agencies and our HR and Security Manager

PLEASE GIVE US THE FULL NAMES, ADDRESSES, TELEPHONE CONTACT DETAILS FOR YOUR EMPLOYMENT/BUSINESS REFEREES LISTED BY YOU IN SECTION 4. WHERE YOU NEED TO PROVIDE PERSONAL REFEREES YOU SHOULD LIST THEIR DETAILS TOO.

WHERE FULL EMPLOYMENT/BUSINESS REFERENCES ARE NOT OBTAINABLE YOU WILL BE ASKED FOR DETAILS OF PERSONS WHO ARE ABLE TO VOUCH FOR YOU IN A PERSONAL CAPACITY AND TO CONFIRM YOUR SUITABILITY TO WORK FOR US.

FAMILY AND EXISTING EMPLOYEES CANNOT PROVIDE PERSONAL REFERENCES

Reference 1:



Reference 2:

Reference 3:

Reference 4:



Rehabilitation of Offenders Act 1974

Have you any convictions that are not spent under the Rehabilitation of Offenders Act 1974?

Yes No (You must also sign the declaration below)

If Yes, please provide further details below:

7. DECLARATION

- I declare that the information given is complete and accurate;
- I declare that I have no criminal convictions other than any treated as spent under the provisions of the Rehabilitation of Offenders Act 1974 and those disclosed on the form;
- I declare that I accept that any misrepresentation of the facts is a ground for refusal of employment or disciplinary proceedings (and, in appropriate cases, criminal charges);
- I authorise approaches to be made to former employers, educational establishments, government agencies and personal referees for verification of the information I have supplied within this form;
- I accept that if the activities for which I am to be deployed require a CTC the CAA or its agents will carry out a CTC and that deployment on any such activities is conditional on the satisfactory result of such a check.

I declare that I have no criminal convictions other than any treated as spent under the provisions of the Rehabilitation of Offenders Act 1974 and those disclosed on this form.

Signature:

Date:

Name:



AVIATION SECURITY MANAGER TO COMPLETE BELOW:

CRC RECEIVED AND IN DATE?

CRC CLEAR OF UNSPENT CONVICTIONS? (If no refer to SCDA Chapter 11)

CRC WITHIN 10 WEEK PERIOD SPECIFIED IN SCDA?



I declare that the information given in this application form is true and complete.

I accept that any misrepresentation of the facts is a ground for refusal of employment or disciplinary proceedings and, in appropriate cases, criminal charges

Signature _____

Name (Capitals) _____

Dated _____ / _____ / _____