



Application Form

Surname:	
Previous name:	
First name (in full):	
Title: Mr / Mrs / Miss / Ms / Other	Date of birth: (if under 22 years)

Current address:

Postcode

Length of time at this address:	Mobile tel:	Home tel:
Previous address (if less than 2 years at above):		National Insurance No:
Postcode		
Valid Driving Licence: Yes <input type="checkbox"/> No <input type="checkbox"/>	Own Transport: Yes <input type="checkbox"/> No <input type="checkbox"/>	Smoker: Yes <input type="checkbox"/> No <input type="checkbox"/>

Emergency contact	Name:
Relationship to you:	Daytime tel: Evening tel:

Permission to work in the UK

Do you have immigration permission to work in the UK? Yes No

In line with Home Office guidance on the prevention of illegal working we will need to verify and take a copy of your original ID documentation as evidence of your right to work in the UK if you are to be engaged by Aviation Personnel for temporary work.

Health and Disability

The following questions on health and disability are asked in order to find out your needs in terms of reasonable adjustments to access our recruitment service and to find out your needs in order to perform the job or position sought.

- Do you have any health issues or a disability relevant to the position or role you seek? Yes No (please delete clearly as appropriate)
If yes, please specify
- If you have a disability, what are your needs in terms of reasonable adjustments to enable you to perform the role sought?
Please specify
- If you have a disability, what are your needs in terms of reasonable adjustments in order to access this recruitment service and to attend interview, or to take aptitude tests etc?
Please specify

Health and Disability

Do you have any unspent* criminal convictions? Yes No If yes, state convictions and dates

*Certain types of employment and professions are exempt from the Rehabilitation of Offenders Act 1974 and in those cases particularly where the employment is sought in relation to positions involving working with children or vulnerable adults, details for all criminal convictions must be given. The information given will be treated in the strictest of confidence and only taken into account where, in the reasonable opinion of Aviation Personnel the offence is relevant to the post to which you are applying. **Failure to declare a conviction may require us to exclude you from our register or terminate an assignment if the offence is not declared but later comes to light.**

"I declare that I have no criminal other than any treated as spent under the provisions of the rehabilitation of offenders act 1974 and those disclosed on this form."

Signed: Dated

"The information given on this application form is complete and accurate. I undertake that any false statement or omission will make me liable for immediate dismissal and in appropriate cases, criminal charges. I acknowledge that the DFT will carry out a CTC and that my employment is conditional on a satisfactory result of such check".

Signed: Dated

	Bank/Building Society Name	Branch Location	Account Name
Bank Details	Account No:	Account Sort Code:	Building Society Roll No:

Aviation Only	Have you ever had an ID Pass? Yes <input type="checkbox"/> No <input type="checkbox"/>	Did you ever have a pass confiscated? Yes <input type="checkbox"/> No <input type="checkbox"/>
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Activity / Employment History

For the purpose of security referencing, we require full details of your activity for the last 5 years, starting with the most recent activity. You should include for example any employment, education or travel. If you are self-employed, please provide details of an accountant or someone of a professional capacity please provide full postal addresses including Fax and Telephone numbers.

If you have a gap over 28 days between employment then this time period has to be verified by your personal referees in order to meet HAL requirements. If you have been rejected unemployed please enter the employment office that your registered with.

Please complete the activity section clearly in BLOCK CAPITALS, following these guidelines.

Type of Reference:

EMPLOYMENT:

Directly employed by the company:

Please provide Human Resources contact details of person responsible for completing your reference.
N.B. If the company is no longer trading, please state i.e. "company..... no longer trading". If company is not trading anymore, you will need to contact the HMRC Inland Revenue on 0300 200 3300 to request a letter which covers the dates of employment activity in the last 5 years. This letter will be posted to your home address. Please action this as soon as possible and deliver to us upon receipt.

Agency:

If you worked for a company via an agency, then provide details of the agency, not the company where you worked.

Self Employed:

If you currently have or had an accountant, please provide their details
If not please contact the HMRC Inland Revenue on 0300 200 3300 and request this information in the format of an SA302. Please then provide us with this document along with the covering letter, both in original format. Please action this as soon as possible and post the original document to us by recorded delivery. This referee must not be a relative, not living at your current address and not working for the same company as you are, and must know you at the time of your self-employment.

EDUCATIONAL:

Your referee should be someone who is authorised to confirm and provide your education dates, e.g. Student Records department. Please note that not all teachers/lecturers have access to exact attendance dates, therefore if you wish to provide their details as a referee, please contact them beforehand, to ensure that they will be able to complete the reference document sent with the information requested.

GAP/-NOT CLAIMING JSA:

If you have a period greater than 28 days where you have not been in employment, education or claiming any Job seekers Allowance, please add on last page under "personal references" the Full Name and Full Home address of a friend (not a relative, not living at your current address and not working for the same company as you are, but has known for a least 5 years). Please also confirm to us what you were doing specifically during this period, how you were supporting yourself and in which country you were residing in at this time.

GAP - CLAIMING JSA/INCOME SUPPORT:

If you have any periods of unemployment during which any Job Seekers Allowance/Income Support (or other) benefits were claimed, please call the Job Centre on 0345 608 8545 to request a letter to be posted to you confirming your periods of benefit claims. Please action this as soon as possible and when received, please post the original document to us by recorded delivery.

Activity 1

From: (dd/mm/yy)	To: (dd/mm/yy)	Educational Institution/ Company Name:	
Address:		Job title:	
..... Postcode.....		Name of Referee:	
Email address:	Notice Period:	Reason for leaving:	
Tel No:	Is company still trading: Yes <input type="checkbox"/> No <input type="checkbox"/>		

5 year checkable history information

Activity 2

From: (dd/mm/yy)	To: (dd/mm/yy)	Educational Institution/ Company Name:	
Address:		Job title:	
..... Postcode		Name of Referee:	
Email address:	Notice Period:	Reason for leaving:	
Tel No:	Is company still trading: Yes <input type="checkbox"/> No <input type="checkbox"/>		

Activity 3

From: (dd/mm/yy)	To: (dd/mm/yy)	Educational Institution/ Company Name:	
Address:		Job title:	
..... Postcode		Name of Referee:	
Email address:	Notice Period:	Reason for leaving:	
Tel No:	Is company still trading: Yes <input type="checkbox"/> No <input type="checkbox"/>		

Activity 4

From: (dd/mm/yy)	To: (dd/mm/yy)	Educational Institution/ Company Name:	
Address:		Job title:	
..... Postcode		Name of Referee:	
Email address:	Notice Period:	Reason for leaving:	
Tel No:	Is company still trading: Yes <input type="checkbox"/> No <input type="checkbox"/>		

Activity 5

From: (dd/mm/yy)	To: (dd/mm/yy)	Educational Institution/ Company Name:	
Address:		Job title:	
..... Postcode		Name of Referee:	
Email address:	Notice Period:	Reason for leaving:	
Tel No:	Is company still trading: Yes <input type="checkbox"/> No <input type="checkbox"/>		

Activity 6

From: (dd/mm/yy)	To: (dd/mm/yy)	Educational Institution/ Company Name:	
Address:		Job title:	
..... Postcode		Name of Referee:	
Email address:	Notice Period:	Reason for leaving:	
Tel No:	Is company still trading: Yes <input type="checkbox"/> No <input type="checkbox"/>		

5 year checkable history information

Activity 7

From: (dd/mm/yy)	To: (dd/mm/yy)	Educational Institution/ Company Name:	
Address:		Job title:	
..... Postcode		Name of Referee:	
Email address:	Notice Period:	Reason for leaving:	
Tel No:	Is company still trading: Yes <input type="checkbox"/> No <input type="checkbox"/>		

Activity 8

From: (dd/mm/yy)	To: (dd/mm/yy)	Educational Institution/ Company Name:	
Address:		Job title:	
..... Postcode		Name of Referee:	
Email address:	Notice Period:	Reason for leaving:	
Tel No:	Is company still trading: Yes <input type="checkbox"/> No <input type="checkbox"/>		

Activity 9

From: (dd/mm/yy)	To: (dd/mm/yy)	Educational Institution/ Company Name:	
Address:		Job title:	
..... Postcode		Name of Referee:	
Email address:	Notice Period:	Reason for leaving:	
Tel No:	Is company still trading: Yes <input type="checkbox"/> No <input type="checkbox"/>		

Activity 10

From: (dd/mm/yy)	To: (dd/mm/yy)	Educational Institution/ Company Name:	
Address:		Job title:	
..... Postcode		Name of Referee:	
Email address:	Notice Period:	Reason for leaving:	
Tel No:	Is company still trading: Yes <input type="checkbox"/> No <input type="checkbox"/>		

Activity 11

From: (dd/mm/yy)	To: (dd/mm/yy)	Educational Institution/ Company Name:	
Address:		Job title:	
..... Postcode		Name of Referee:	
Email address:	Notice Period:	Reason for leaving:	
Tel No:	Is company still trading: Yes <input type="checkbox"/> No <input type="checkbox"/>		

Personal References

In order you to obtain an airside pass, Aviation Personnel has to supply the HAL with 2 personal references (**not relatives or in-laws**) in addition to your employment references. Your personal referees should be people who have known you for some time, preferably knowing you for at least 5 years.

Personal References

Full Name:	Full Name:
Address:	Address:
..... Postcode..... Postcode.....
Daytime tel:.....	Daytime tel:.....

Equal Opportunities

Aviation Personnel is committed to a policy of equal opportunities for all work seekers and shall adhere to such a policy at all times and will review on an on-going basis on all aspects of recruitment to avoid unlawful or undesirable discrimination. We will treat everyone equally irrespective of sex, sexual orientation, marital status, age, disability, race, colour, ethnic or national origin, religion, political beliefs or membership or non-membership of a Trade Union and we place an obligation upon all staff to respect and act in accordance with the policy.

Aviation Personnel shall not discriminate unlawfully when deciding which candidate/temporary worker is submitted for a vacancy or assignment, or in any terms of employment or terms of engagement for temporary workers.

Aviation Personnel will ensure that each candidate is assessed only in accordance with the candidate's merits, qualification and ability to perform the relevant duties required by the particular vacancy.

Data Protection Statement

The information that you provide on this form and on any CV given will be used by Aviation Personnel to provide you work finding services. In providing this service to you, you consent to your personal data being included on a computerised database and consent to us transferring your personal details to our clients.

We may check the information collected, with third parties or with other information held by us.

We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways permitted or required by law.

Candidate Declaration

I understand that during my contract with Aviation Personnel, I may have access to confidential information belonging to Aviation Personnel or its Clients. I will not disclose, copy or use confidential information to anyone else, either during or after my employment with Aviation Personnel. I authorise Aviation Personnel to take up references and to give relevant information relating to my employment details on this application. I give Aviation Personnel permission to obtain a credit reference for the purpose of my assignment to work involving access to cash, valuables or sensitive information. I confirm that to the best of my knowledge the information given on this form is correct.

I authorise Aviation Personnel to make deductions from my pay in respect to uniform deposits (where applicable).

N.B. It is an offence under the Aviation and Maritime Security Act 1990 to give false information regarding references.

Thank you for completing this form.

"I hereby confirm that the information I have provided in this application is complete and accurate and I understand that should I be made an offer of employment, any deliberate falsification of the information may result in dismissal".

I consent to my personal data and CV being forwarded to clients.

I consent to references being passed onto potential employers.

Signed:	Date:
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