

Application form Aviation services

- ALL Sections must be completed in **TYPE** or **BLOCK CAPITALS** in black pen
- PLEASE RETURN TO THE **EMAIL OR POSTAL ADDRESS** SPECIFIED IN VACANCY JOB NOTICE
- Please ensure you attach copies of **ALL** the additional information requested, as incomplete applications will be rejected.

Job title of vacancy you are applying for	
Location of vacancy you are applying for	

Surname: First names:

Maiden name: Title: Mr Mrs Miss Ms Other

Address:

..... Postcode:

Tel no: Mobile no:

Nationality: Place of birth (inc. country):

National insurance no: Email:

It is a requirement within our Aviation/General Security division that operational employees hold/obtain an airside pass. In order to meet these requirements, you must be over 18.

Please tick this box to confirm that you are over 18. (Operational Employees Only) Yes No

Do you hold a current/valid passport?: Yes No

Passport no: Passport nationality:

Do you require a work permit for the UK?: Yes No **If yes attach a copy when returning this application**

Have you ever been fined, cautioned, sentenced to imprisonment, placed on probation, discharged on payment of costs, or had any order made against you by a criminal, civil or military court or public authority?

Failure to disclose information in this regard (including any cautions) is regarded as a criminal act under the Fraud Act 2006 which carries maximum sentence of 5 years imprisonment

Yes No - If yes give details:

Have you applied to Cardiff Airport for employment before? Yes No - If yes date of application:Have you been employed by Cardiff Airport before? Yes No - If yes, location & date of leaving:

When can you start work?:

Do you have any holiday pre booked?:

Are there any adjustments we may need to make to assist you at interview ? Yes No

If yes, give details:

Employment record

Start with the most recent and working backwards, please state details below ALL periods of:

EMPLOYMENT / UNEMPLOYMENT / MILITARY SERVICE/ EDUCATION to cover the last 5 years.

It is important that you give **EXACT DATES and FULL name, addresses and telephone numbers** to enable us to complete the necessary checks required. An incomplete background check may result in employment and/or completion of probationary period being denied.

History #1 Name/Address	
Telephone no.	
Dates include month & year	
Person to whom you reported	
Job title/ payroll no.	
Wage/salary	
Reason for leaving?	

History #2 Name/Address	
Telephone no.	
Dates include month & year	
Person to whom you reported	
Job title/ payroll no.	
Wage/salary	
Reason for leaving?	

History #3 Name/Address	
Telephone no.	
Dates include month & year	
Person to whom you reported	
Job title/ payroll no.	
Wage/salary	
Reason for leaving?	

History #4 Name/Address	
Telephone no.	
Dates include month & year	
Person to whom you reported	
Job title/ payroll no.	
Wage/salary	
Reason for leaving?	

History #5 Name/Address	
Telephone no.	
Dates include month & year	
Person to whom you reported	
Job title/ payroll no.	
Wage/salary	
Reason for leaving?	

History #6 Name/Address	
Telephone no.	
Dates include month & year	
Person to whom you reported	
Job title/ payroll no.	
Wage/salary	
Reason for leaving?	

History #7 Name/Address	
Telephone no.	
Dates include month & year	
Person to whom you reported	
Job title/ payroll no.	
Wage/salary	
Reason for leaving?	

History #8 Name/Address	
Telephone no.	
Dates include month & year	
Person to whom you reported	
Job title/ payroll no.	
Wage/salary	
Reason for leaving?	

Education history

Begin from secondary school and include any current course you are attending.

Date: From/To	
Name of Teacher/ Lecturer	
Name of School/ College	
Address	
Qualifications attained	

Date: From/To	
Name of Teacher/ Lecturer	
Name of School/ College	
Address	
Qualifications attained	

Date: From/To	
Name of Teacher/ Lecturer	
Name of School/ College	
Address	
Qualifications attained	

Date: From/To	
Name of Teacher/ Lecturer	
Name of School/ College	
Address	
Qualifications attained	

Personal reference

Please give the names and addresses and telephone numbers of two personal friends who have known you for as long as possible (no less than two years), who will provide a written character reference. They should not be relatives or past employers.

Name	
Address	
Telephone no.	
Occupation	
How long known?	

Name	
Address	
Telephone no.	
Occupation	
How long known?	

Please note that these references will be required in order to obtain an airport I.D pass

Other qualifications, courses or training you have attended (Please include details of any courses which you are currently attending - including dates):

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Briefly state why you would like to work in this job and add anything which you wish to support your application:

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Declaration

I declare that the information given on this form is, to the best of my knowledge, true, accurate and complete.

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 application form.

I understand that any misrepresentation of the facts is a ground for refusal of employment or disciplinary (and possibly criminal) proceedings.

I hereby authorise Cardiff Airport Ltd to see reference information based on the details provided by me. I also understand that this information received by the company will remain confidential and will not be made available to me.

I authorise the Cardiff Airport Ltd to make a consumer information search with a credit reference agency, which will keep a record of that search and may share that information with other credit reference agencies.

I understand that in the course of the Companies screening process I may be required to obtain a Statutory Declaration at my own expense in accordance with the Statutory Declarations Act 1835, in confirmation or previous employment or unemployment.

If I have applied to work for Aviation I understand that the DFT will conduct a counter terrorism check (CTC).

I understand that any offer of employment is subject to satisfactory screening results and if I am unable to satisfy any of the screening processes my employment contract will be terminated.

I acknowledge that no contractual relations will exist until such times as I have accepted in writing the terms of a letter of appointment or signed a form of contract.

Surname:

First names:

Signed:

Date:

Additional information request

Cardiff Airport is committed to equality of opportunity in its recruitment and selection process to help achieve and maintain a diverse workforce. The criteria used for selecting the right candidate is based solely on merit and ability to do the job.

Please be assured that this section of the form will be detached from the application form upon receipt and the information provided will not be used as part of the selection process in any way. The information will be treated in confidence and will only be used for monitoring purposes.

In confidence

Name:

Gender: Male Female

Do you identify as transgender? Yes No

For the purpose of this question 'transgender' is defined as an individual who lives, or wants to live, in the gender opposite to that they were assigned at birth.

Are you married or in a civil partnership? Yes No

Age: 16-24 25-29 30-34 35-39 40-44
 45-49 50-54 55-59 60-64 65+ Prefer not to say

How would you describe your national identity?

English Welsh Scottish Northern Irish British Other Prefer not to say

What is your ethnicity?

Ethnic origin categories are not about nationality, place of birth or citizenship. They are about the group to which you as an individual perceive you belong. Please indicate your ethnic origin by ticking the box:

White: English Welsh Scottish Northern Irish Irish Gypsy or Irish traveller Other white background

Mixed/multiple ethnic groups: White and Black Caribbean White and Black African
 White and Asian Any other mixed background

Asian/Asian British: Indian Pakistani Bangladeshi Chinese Any other Asian background

Black/African/Caribbean/Black British: African Caribbean Any other Black/African/Caribbean background

Other ethnic group: Arab Any other ethnic group

Prefer not to say:

Do you consider yourself to be disabled?

Yes No Prefer not to say

Any information you provide here will be used for monitoring purposes only – if you need a 'reasonable adjustment', then please follow the additional separate process. We will take reasonable steps to meet your particular needs.

What is your sexual orientation?

Heterosexual/straight Gay woman/lesbian Gay man Bisexual Other Prefer not to say

What is your religion or belief?

No religion Buddhist Christian Hindu Jewish Muslim Sikh Any other religion Prefer not to say

What is your current working pattern?

Full-time Part-time Prefer not to say

What is your flexible working arrangement?

None Flexi-time Staggered hours Term-time hours Annualised hours Job-share
 Flexible shifts Compressed hours Homeworking Other

Do you have caring responsibilities? If yes tick all that apply:

- None
 - Primary carer of a child/children (under 18)
 - Primary carer of disabled child/children
 - Primary carer of disabled adult (18 and over)
 - Primary carer of older person (65+)
 - Secondary carer
 - Prefer not to say
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By completing this form you have helped us better understand how we, as an employer, can ensure equality of opportunity for all.

Thank you.

For admin use only

RJA	RI	NSI	RJI	OPRP	OPAP	KOF