

A security “background check” is required for all roles at Cardiff Airport – the standards for the background check are set by the Department for Transport.

The background check comprises of 3 things:

1. A set of references to support a 5 year work history,
2. Satisfactory proof of ID
3. A certificate from Disclosure Scotland showing your criminal record.

Once the documents are sent to us, they are checked by our vetting team who will then issue your ID pass. Some jobs require this process to be completed before you commence training.

5-Year work history (references)

References must follow a continuous five year period. It is your responsibility to ensure that all references are sent/delivered to the airport in good time to allow vetting checks to be completed.

If the information on the reference is incomplete or there are still gaps that are unaccounted for before you commence training your offer of employment may be withdrawn.

ALL DATES MUST BE ACCURATE. IT IS CRIMINAL OFFENCE TO FALSIFY DATES.

If in the five year period you were:

Employed

Please supply us a reference for each of ALL of your Employers with the correct start and end dates (dd/mm/yyyy) of employment. The reference must be on headed paper or have a company stamp, and should include the contact details (name, telephone number for the referee).

If a company is no longer trading you should get a “Gap” reference from a person that knew you at that time. The reference may be an email or letter from a **personal friend, former colleague/manager or a family friend** who can verify the exact dates (dd/mm/yyyy). Relatives are not acceptable.

Self Employed Or Employed In A Family Business

Please supply us with a reference from your Accountant, Solicitor or company secretary who can verify your exact dates (dd/mm/yyyy) of Self Employment. The reference must be on headed paper or have a company stamp, and should include the contact details (name, telephone number for the referee).

Employment Agency/Claiming Benefit/Unemployment

If you have been employed to work for a company via an Employment Agency, please provide us with a reference from each of the Agency's you were registered with which states the correct start and end date (dd/mm/yyyy) of employment. The jobcentre can help you with references for period of unemployment or when you were claiming benefits.

Education

Please supply us with a reference from each School/College/University you have attended with the correct start and end dates (dd/mm/yyyy) of the course(s). The reference must be on headed paper or have a company stamp, and should include the contact details (name, telephone number for the referee).

Gaps In Employment (Unemployed Not Claiming Benefit)

You must provide a reference from a personal friend or a family friend who can verify the exact gaps in your employment history (dd/mm/yyyy), this person must have known you for five years or more. Relatives are not acceptable.

If you prefer you can print out one from our set forms which are available on our website. The forms are easy to use and all your referee has to do is read the form and complete it.

References by email

Cardiff Airport will accept employment references by email provided there is a full email signature and the email is from a corporate email address. We will not accept references written on emails from generic internet service providers such as gmail, aol, google, hotmail etc.

Disclosure scotland – criminal record check

You must provide before you commence training, a Disclosure Certificate which states your criminal record. The certificate MUST be less than 10 weeks old at the time of pass issue. You can apply online for this.

Proof of ID

The only forms of Identification that we accept are Full Passports (from any country) and UK Driving Licences (photocard). We do not accept old “paper” licences or any other form of ID. You must make sure you hold one of these forms of ID.

Further information

If you require further information about references, proof of ID and Criminal Record checks please contact:

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