

ALL sections must be completed and returned by email to recruitment@cwI.aero no later than the published closing date.

Job title of vacancy you are applying for:

Surname: First names:

Maiden name: Title: Mr Mrs Miss Ms Other

Tel no: Address:

Mobile no:

Nationality:

Place of birth (inc. country): Post code:

National insurance no: Email:

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

Are you over 18 years of age? 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

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, date of leaving:

What is your current notice period?

Do you have any holidays pre booked?

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

If yes, please provide details:

5-Year Referencing

Start with the most recent and working backwards, please state details below of all periods of employment/unemployment/military service/education to cover the last 5 years.

It is important that you give **exact dates, full names, 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.

References will only be contacted if your application is successful.

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

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

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

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

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

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

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

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|--------------------------------|--|
| History #8 Name/Address | |
| Email | |
| 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 | |
| Email | |
| Telephone no. | |
| Occupation | |
| How long known? | |

| | |
|-----------------|--|
| Name | |
| Address | |
| Email | |
| Telephone no. | |
| Occupation | |
| How long known? | |

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 is complete and accurate.

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 proceedings (and, in appropriate cases, criminal charges).

I hereby authorise Cardiff Airport to approach former employers, educational establishments, government agencies and personal referees for verification of the information.

I accept that the Civilian Aviation Authority (CAA) or its agents will carry out a Counter Terrorist Check (CTC) and that deployment on any such activities is conditional on the satisfactory result of such a check.

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.

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:



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Equal opportunities monitoring information form

Cardiff Airport is an equal opportunities employer and is determined to ensure that:

- The workforce reflects the diverse society which it serves, and that the working environment is free from any form of harassment, intimidation, bullying or victimisation.
- All job applicants and employees will be treated fairly and will not be discriminated against on the grounds of gender, sexual orientation, age, marital status, race, colour, nationality, ethnic or national origins, creed, religion, or disability.
- No job applicant or employee is disadvantaged by conditions or requirements which cannot be justified by the requirements of the job.

The information on this form is for monitoring purposes and is not part of the recruitment process. It will not be made available to those assessing your application. The information supplied will be detached from your application on receipt and stored in the strictest confidence by the HR department. Completion of this section of the application form is voluntary, but the information will help us to ensure equality of opportunity.

In confidence

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

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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