**Application for Employment**

Thank you for your interest in employment with Norwich Airport Ltd. All information provided by you will be treated in the strictest confidence but will be subject to verification if your application proceeds beyond this stage.

Position applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contract type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Personal Details**

Forename Middle name

Surname Previous Surnames

Address

Inc

Postcode

Mobile Landline

EMAIL

**Emergency Contact Details**

Name Phone

**Personal Information**

National Insurance No.

Current Driving Licence Y / N Type \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other

Own transport YES [ ]  NO [ ]

Details of any endorsements:

**Immigration Act 2016**

Are you eligible for employment in the UK? YES [ ]  NO [ ]

If you are not a UK citizen or national, do you hold a work permit? YES [ ]  NO [ ]

**Criminal Convictions (\*please refer to attached notes)**

Have you ever been convicted of a criminal offence, other than a ‘spent’ conviction under the Rehabilitation Of Offenders Act 1974? YES [ ]  NO [ ]

Do you have any prosecutions pending? YES [ ]  NO [ ]

If yes, please give nature of offence, dates of convictions, or pending:

**Education**

Please give details of full, part time and secondary education, including dates if in the last five years.

FROM TO NAME AND ADDRESS OF ESTABLISHMENT SUBJECTS AND GRADES

Other Qualifications (Professional or otherwise)

**Personal References**

Please give details of TWO personal references who have known you well for at least the past 5 years. They should NOT be members of your family, tutors or previous employers.

 **Ref #1** **Ref #2**

Name Name

Occupation Occupation

Address Address

Email Email

Contact number Contact number

**Employment History**

PLEASE NOTE: All applicants are required under the Department for Transport Aviation and Maritime Security Act 1990, to give full details of ALL periods of employment or unemployment for the last 5 years or since the age of 16, whichever is the shorter period. Starting with your present/ last occupation, give details in the tables provided in date order. Please include periods of unemployment or self-employment.

Any gaps in employment dates/ information may result in your application not being taken further.

**(1) MOST RECENT**

|  |  |
| --- | --- |
| Date from: (dd/mm/yyyy) | Date to: (dd/mm/yyyy) |
| Position:Reason for Leaving: |
| Company Name: |
| Address: |
| *Contact Details* | Position: |
| Surname: | Contact Number: |
| First Name: | Email: |

**(2)**

|  |  |
| --- | --- |
| Date from: (dd/mm/yyyy) | Date to: (dd/mm/yyyy) |
| Position:Reason for Leaving: |
| Company Name: |
| Address: |
| *Contact Details* | Position: |
| Surname: | Contact Number: |
| First Name: | Email: |

**(3)**

|  |  |
| --- | --- |
| Date from: (dd/mm/yyyy) | Date to: (dd/mm/yyyy) |
| Position:Reason for Leaving: |
| Company Name: |
| Address: |
| *Contact Details* | Position: |
| Surname: | Contact Number: |
| First Name: | Email: |

**(4)**

|  |  |
| --- | --- |
| Date from: (dd/mm/yyyy) | Date to: (dd/mm/yyyy) |
| Position:Reason for Leaving: |
| Company Name: |
| Address: |
| *Contact Details* | Position: |
| Surname: | Contact Number: |
| First Name: | Email: |

**Additional Information and Continuation Section**

Please use this space to give brief details of other abilities, experience, qualifications, foreign language skills, leisure activities and other interests that you feel are relevant and will support your application. If using for continuation of employment history, please give details using similar formatting to above.

**Declaration**

**Please read the declaration below carefully, then sign and date the form.**

I authorise Norwich Airport Ltd to approach former employers, educational establishments, government agencies and personal referees for verification of information in accordance with the Directive for Aviation Security, once an offer has been made. I understand that references received by the Company are confidential and will not be disclosed to me or any other parties.

In accordance with the General Data Protection Regulations 2018, I understand that by signing this form I have given permission for this form to be stored and processed for the purpose of arriving at a selection decision. Sensitive data may be monitored and stored for the purpose of equal opportunities monitoring. Should I be offered employment at Norwich Airport Ltd this form will be held as part of my personal file. The Company takes your privacy seriously and will only use your personal information for account administration and to provide you with the products and services you have requested from us.

I declare that all the details on this application form are accurate and complete to the best of my knowledge.

I have no other 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 understand that any false declaration or misrepresentation of the facts may be sufficient for cancellation of this application and/ or termination of employment. I also understand that an offer of employment by the Company is subject to receipt of satisfactory references and any other screening by the DfT for security purposes and that if these are not obtained my employment contract will be terminated.

In the case that I am to be deployed on an activity listed under Schedule 11-3, I accept that the CAA or its agents will carry out a CTC and that deployment on any such activity is conditional on the satisfactory result of such a check.

PRINT NAME

|  |
| --- |
| Sign:  |

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return form to:

Human Resources, Norwich Airport Ltd, Amsterdam Way, Norwich, NR6 6JA

Or

hr@norwichairport.co.uk

Attached:

* Accompanying notes,
* Immigration Act 2016
* Equal Opportunities Monitoring Form.

**NORWICH AIRPORT LTD**

**Accompanying Notes – Application for Employment**

For security purposes the Airport is required by the Department for Transport to adhere to the Aviation and Maritime Security Act 1990. In relation to recruitment and selection please read the following notes concerning mandatory information required when completing the Application Form, documentary evidence of proof of your identity which you must supply to the Company and evidence of any criminal convictions.

**Application Form**

Please complete all sections of the enclosed application form.

1) Education and Employment

* 1. All dates, which are within the last 5 years, should preferably be given as Day/Month/Year, a minimum of Month and year is required.
	2. In the Education/Employment sections please provide full details of your history over the last 5 years, without any gaps. If you were not working or in education, please state what you were doing during these times (e.g. caring for children, travelling around the world, renovating house).

2) Personal Referees

 You are required to give the details of two people who are prepared to provide you with a character reference and who have known you for at least 5 years. They **MUST NOT BE** members of your family, tutors or previous employers.

3) Verification of Facts

* 1. Upon formally accepting an offer of employment the Company will write to all former employers, training providers and educational establishments which you have worked for/attended over the last 5 years, or since the age of 16 whichever is shorter, for verification of the facts given in your application.
	2. If you were not working or in education (see 1.2) you will be asked to provide some form of evidence of what you were doing, or the name and address of someone who will be able and prepared to confirm from their own personal knowledge what you were doing during the period in question.
	3. The Company will be unable to issue a permanent Airport Security pass or confirm your employment until all satisfactory references and verifications for the past 5 years, without gaps, have been received.

4) Declaration

 You are to sign the application form declaration, which includes the statement that ‘any false declaration or misrepresentation of the facts may be sufficient cause for cancellation of this application and/or termination of employment’.

**Documentary Evidence**

5) Verification of National Insurance Number

 Please bring with you to the interview an original document, which verifies your National Insurance number such as your National Insurance card, a P60, or a payslip. Photocopies will not be acceptable, the original document will be checked, photocopied and returned to you at the interview.

6) Proof of Identity.

 Please bring with you to the interview the following:

If you are a British National please bring your full 10-year passport and your British photo-card driving licence with Driver’s Summary Sheet.

Or

If you are an EEA national, please bring your full EEA passport or National Identify Card; in the case of other nationals a full passport together with an original Home office document confirming the individual’s right to be in the UK and giving evidence of the right to work – original documents only.

Or if you are unable to supply the above you must bring with you:-

1. a birth or adoption certificate; or

a Registration or naturalisation document;

**Plus**

1. Proof of residence within the UK

Photocopies will not be acceptable, the original document(s) will be checked, photocopied and returned to you at the interview.

**Criminal Convictions**

Upon formally accepting an offer of employment from the Company you will be required to apply for Criminal Records Check in the form of a basic disclosure certificate from Disclosure & Barring Service (DBS) and provide sight of the certificate to the Human Resources Department. You must not have any of the Disqualifying Offences on your basic disclosure certificate. Details of how to apply for a disclosure certificate will be issued to you upon formal acceptance of a job offer.

If you have any queries regarding the above or require any further information, please do not hesitate to contact a member of the Human Resources Department on (01603) 420690

**1.Rehabilitation of Offenders Act 1974**

You must reveal any criminal convictions, subject to the provisions of the above Act. Please use the following chart as a guideline to help you decide whether or not your conviction is “spent”. A spent conviction is one, which you are not required to declare.

**Sentence Period before Offence is spent**

Imprisonment for more than 6 months but

not more than 30 months 10 Years

Imprisonment not exceeding 6 months 7 Years

A fine or other sentence not expressly

covered by the Act. 5 Years

**2. Immigration Act 2016 – Section 8**

Before you can commence employment at Norwich Airport Ltd we are obliged to check that you have leave to enter or remain in the United Kingdom, that any leave that has been granted to you is valid and subsisting and that you are allowed to take up employment in the United Kingdom. If you are offered employment with Norwich Airport Ltd. you will have to produce to us the original of one of the documents listed below. We recommend that you check now that you will be able to produce one of these documents as, if you are unable to do so, we will be unable to employ you.

1. A document issued by a previous employer, the Inland Revenue, The Benefits Agency, the Contributions Agency or the Employment Service (or Northern Ireland Equivalents) which states the national insurance number of the person named. (e.g. a P45, payslip or National Insurance number card).
2. A passport describing the holder as a British citizen or as having the right to abode in - or an entitlement to readmission to – the United Kingdom.
3. A certificate of Registration or Naturalisation as a British Citizen.
4. A birth certificate issued in the United Kingdom or Northern Ireland.
5. A passport or national identity card issued by a State which is partly to the European Economic Area agreement and which describes the holder as a national of that State.

(see below for a list of countries in the European Economic area).

1. A passport or other travel document endorsed to show that the person named is exempt from immigration control, has indefinite leave to enter, or remain in, the United Kingdom and is not precluded from taking the employment in question; or a letter issued by the Home Office confirming that this is the case.
2. A United Kingdom residence permit issued to a national of a state, which is party to the European Economic Area Agreement.
3. A United Kingdom residence Permit issued to a national of a State which is a party to the European Economic Area Agreement and who is resident in the United Kingdom.
4. A passport or other travel document endorsed to show that the holder has a current right of residence in the United Kingdom as the family member of a named national of a State which is a party to the European Economic Area Agreement and who is resident in the United Kingdom.
5. A letter issued by the Immigration and Nationality Directorate of the Home Office indicating that the person named in the letter is a British Citizen or has permission to take up employment.
6. A work permit or other approval to take up employment issued by the Department for Education and Employment or in Northern Ireland by the Training and Employment Agency.
7. A passport describing the holder as a British Dependant Territories Citizen and which indicates that the status derives from a connection with Gibraltar.

**Equal Opportunities**

Norwich Airport Ltd is committed to providing equal opportunities for all its staff irrespective of sex, marital status, creed, colour, race or ethnic origin, sexual orientation, age or disability.

In order to monitor the effectiveness of this policy you are invited to follow the link or the QR Code below to indicate your sex, marital status and ethnic origin. The categories used in the section on ethnic origin are those recommended by the Commission for Racial Equality. If you are uncertain, please use the box marked ‘other’ and give details.

The information given in this section will be used only for the monitoring of Norwich Airport Limited’s equal opportunities policy and has no bearing on the recruitment and selection process.

Please follow the link below or use the QR Code to the right to access the Equal Opportunities Form. We encourage but do not enforce completion of this form.



<https://forms.office.com/r/ikL68vV6V4>