

APPLICATION FORM

Please note: if you have a CV which describes your career in detail, please attach a copy once you have fully completed the application form

Position applied for: _____

How did you hear about this vacancy? _____

Personal information

Surname: _____	Mr / Mrs / Miss	Forenames: _____
Address: _____ _____ _____		Home Tel No: _____ Mobile: _____ Email: _____

If you are not a British or EEC national do you hold a valid work permit?

Work permit no: _____ **Date of issue:** _____

Do you have a current form of photographic identity? **Passport** **Driving Licence**

National Insurance No:

Do hold a current full **UK driving licence**? **Yes** **No** Manual Automatic

Do you own a car? Endorsements? _____

Do you hold an **LGV licence**? **Yes** **No** if yes- Class: _____

Do you hold a driver **certificate of professional competence (CPC)**? **Yes** **No**

Do you hold a **forklift licence**? **Yes** **No** Date issued: _____

Type of licence: Reachtruck Counterbalance

Under current UK security regulations we are required to undertake a **DBS** (Disclosure Barring Service) check on all applicants. If you have been overseas for a period of 6 months or more at a time, we will need to obtain an overseas Criminal record check from the country you resided in.

Have you been convicted of a criminal offence other than a spent conviction under the rehabilitation of offenders act 1974?

Yes **No**

If **yes**, please provide full details: _____

HEALTH: (as part of your recruitment process you will be required to attend a medical after an offer of employment is made)

✔ Do you suffer from any medical condition which may prevent you from undertaking the job you are applying for?

Yes **No**

if yes, please give details: _____

✔ Do you have normal colour vision (as required by airport regulations)? **Yes** **No**

In line with the Aviation Security Regulations, we are required to undertake pre-employment checks covering the past 5 years. **This must include all periods of unemployment, self employment or gap periods** and will require the exact dates (date/month/year) of **ALL** employment and education history.

Please list below present and past employment, beginning with your most recent, to cover the past 5 years. Please continue on a separate sheet if necessary.

In the case of unemployment/ income support please state address of the office dealing with your claim, and complete the enclosed slip.

If you have been unemployed and not claiming benefit for a period of more than 28 days, please include this information. If you have been self-employed, please provide details of your solicitor or accountant whom we can request the reference.

Employment Details

Are you currently employed? **Yes** **No**

If you answered "YES" please fill in the details below.

*If you have answered "NO" please fill in **Part B***

Can we contact your current employer for employment details? **Yes** **No**

Current Employment Details

Employer's details:	Employment details:
Name: _____ Address: _____ _____	Duties and Responsibilities: _____ _____ _____
Job Title: _____	Job Title: _____
Telephone No: _____	
Email: _____	
Reason for Leaving:	Dates of Employment: From _____ To: _____ dd/mm/yyyy dd/mm/yyyy
Notice Period:	Current Salary £ _____ per hour £ _____ per annum

Part B:

If you are unemployed, are you registered with an employment services office?

Yes **No**

If **yes**, please provide the full address of the employment services office by completing the attached sheet within application form (see page 5).

Previous employment details

Employer's details:	Employment details:
Name: _____ Address: _____ _____	Duties and Responsibilities: _____ _____ _____
Job Title: _____	Job Title: _____
Telephone No: _____	
Email: _____	
Reason for Leaving:	Dates of Employment: From _____ To: _____ dd/mm/yyyy dd/mm/yyyy
Notice Period:	Current Salary £ _____ per hour £ _____ per annum

Previous employment details

Employer's details: Name: _____ Address: _____ _____ Job Title: _____ Telephone No: _____ Email: _____	Employment details: Duties and Responsibilities: _____ _____ _____ Job Title: _____
Reason for Leaving: _____	Dates of Employment: From _____ To: _____ <small style="margin-left: 100px;">dd/mm/yyyy</small> <small>dd/mm/yyyy</small>
Notice Period: _____	Current Salary £ _____ per hour £ _____ per annum

If employment history listed does not cover more than 5 years continue on a separate sheet including reason for leaving

Personal references

Please give the details of two people (the referee should not be a relative, a partner if cohabiting, under 16, or former employers) we could approach for character references who you have known and been in regular contact with for more than two years.

Name: _____ Address: _____ _____ How long have you known referee: _____ Occupation: _____ Telephone No: _____ Email: _____	Name: _____ Address: _____ _____ How long have you known referee: _____ Occupation: _____ Telephone No: _____ Email: _____
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Educational references NB. The company may require proof of qualifications

EDUCATION: *(from secondary school)*

School/ college/ university attended	Dates	Subjects/ courses studied	Qualifications obtained
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TRAINING: *(Please give details of any career related training or any special expertise you feel may be relevant to your application and membership of professional bodies)*

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The company offer advanced learning programmes (apprenticeships) relevant to the role, would this be of interest?

Yes No

Leisure activities

Please give details of any social activities or positions of responsibility you hold which are not directly related with your employment

Additional relevant information

Please provide details of any other information you think would be of interest to us in considering your application:

EMPLOYMENT APPLICATION FORM – SUPPLEMENTARY SHEET

UNEMPLOYMENT/INCOME SUPPORT

Please complete the following section if you included periods of unemployment/claiming benefits under employment history

I hereby give permission for the Employment Service/Social Security Department to confirm the details of any periods of unemployment/income support to dnata Ltd in line with their security regulations.

Signed: _____ **Date:** ____ / ____ / ____

Name (Please Print): _____

National Insurance No:

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Name & Address of Benefit Office:

I hereby give permission to contact previous employers/educational establishments/government agencies/personal referees for verification of the information.

****Note: we will not contact present employer without your permission***

I can confirm that 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 form.

The information I have provided in this application is true and complete and I understand that should I be made an offer of employment, any misrepresentation of the facts is a ground for refusal of employment or disciplinary proceedings (and in appropriate cases, criminal charges).

I confirm that I have received and read dnata Limited's privacy notice for job applicants which provides details of the data handling processes operated by dnata Limited in connection with this job application and the personal data that I am providing to dnata Limited.

SIGNATURE: _____

DATE: _____