

Position Applied for:

Interview  
Date:

## Job Application Form

It is important that you read the guidance notes before completing this application form. Please complete this form fully using **black ink or type**. C.V.s are not accepted on their own.

**THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.**

### Section 1

### Personal details

First Name:

Last Name:

DOB :

Address\*:

Postcode:

Residency from Date\*:

(\* If less than 5 years, please provide your 5 year address history on page 5 )

Home Telephone N<sup>o</sup>:

National Insurance N<sup>o</sup>:

Mobile Telephone N<sup>o</sup>:

E-mail address:

NOK (next of kin):

Name :

Relationship:

Contact N<sup>o</sup>:

Can we contact you at work?

Yes

☐

No

☐

Are you free to remain and take up employment in the UK with no current immigration restrictions?

Yes

☐

No

☐

Driving Licence – if relevant to post applied for.

Do you hold a full driving license valid in the UK?

Yes

☐

No

☐

Are you aware of any points in your license?

Yes

☐

No

☐

If yes, please give details / dates of offence(s):

If you are successful you will be required to provide relevant evidence of the above details prior to your appointment.

**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?

If yes, please give details:

Yes

☐

No

☐

Do you have normal color vision (as required by airport regulations)?

Yes

☐

No

☐

**Section 2    Employment/ Company / Education / Accountant**

(most recent employer first). Please cover the last 5 years and state nature of business - if not public sector

<b>Name :</b>	<input type="text"/>		
<b>Address:</b>	<input type="text"/>		
	<input type="text"/>		
	<b>Postcode:</b>		
<b>Telephone :</b>	<input type="text"/>	<b>E-mail:</b>	<input type="text"/>
<b>Position Held:</b>	<input type="text"/>		
<b>Start Date :</b>	<input type="text"/>	<b>End Date:</b> (if no longer employed)	<input type="text"/>
<b>Department / Section:</b>	<input type="text"/>		
<b>Reason for leaving:</b>	<input type="text"/>		

<b>Name :</b>	<input type="text"/>		
<b>Address:</b>	<input type="text"/>		
	<input type="text"/>		
	<b>Postcode:</b>		
<b>Telephone :</b>	<input type="text"/>	<b>E-mail:</b>	<input type="text"/>
<b>Position Held:</b>	<input type="text"/>		
<b>Start Date :</b>	<input type="text"/>	<b>End Date:</b> (if no longer employed)	<input type="text"/>
<b>Department / Section:</b>	<input type="text"/>		
<b>Reason for leaving:</b>	<input type="text"/>		

<b>Name :</b>	<input type="text"/>		
<b>Address:</b>	<input type="text"/>		
	<input type="text"/>		
	<b>Postcode:</b>		
<b>Telephone :</b>	<input type="text"/>	<b>E-mail:</b>	<input type="text"/>
<b>Position Held:</b>	<input type="text"/>		
<b>Start Date :</b>	<input type="text"/>	<b>End Date:</b> (if no longer employed)	<input type="text"/>
<b>Department / Section:</b>	<input type="text"/>		
<b>Reason for leaving:</b>	<input type="text"/>		

**Section 2a      Employment/ Company / Education - Continue**

(most recent employer first). Please cover the last 5 years and state nature of business - if not public sector

<b>Name :</b>			
<b>Address:</b>			
	<b>Postcode:</b>		
<b>Telephone :</b>		<b>E-mail:</b>	
<b>Position Held:</b>			
<b>Start Date :</b>		<b>End Date:</b> (if no longer employed)	
<b>Department / Section:</b>			
<b>Reason for leaving:</b>			

## Section 3      Rehabilitation of Offenders Act (1974)

Yes ☐ No ☐

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## Section 4 Previous Airside Pass Held

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

**Airport:**  **Company Sponsor / Employer:**

**Company Sponsor / Employer:**

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## Section 5 Protecting Children and Vulnerable Adults

The following information may be required if the post you are applying for has a requirement for a DBS/CRB police check.

### Enhanced Checks Only

Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post?

Yes

☐

No

☐

## Section 6 Personal References ( Friends or Neighbors only. Any individual sharing the same address, direct or Indirect Relatives will not be accepted )

Please clearly outline who your references are.

Reference 1		Reference 2	
Name:	<input type="text"/>	Name:	<input type="text"/>
Relationship:	<input type="text"/>	Relationship:	<input type="text"/>
Address:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Address:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	<input type="text"/> Postcode <input type="text"/>		<input type="text"/> Postcode <input type="text"/>
Telephone N <sup>o</sup> :	<input type="text"/>	Telephone N <sup>o</sup> :	<input type="text"/>
E-mail:	<input type="text"/>	E-mail:	<input type="text"/>

Are you willing for this referee to be approached prior to the interview?

Yes

☐

No

☐

Are you willing for this referee to be approached prior to the interview?

Yes

☐

No

☐

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

## Section 7 Additional relevant information

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

## 5 YEAR ADDRESS HISTORY

(most recent address first)

**Address:**

**Postcode:**

**Move in Date :**

**Move out Date:**

**Address:**

**Postcode:**

**Move in Date :**

**Move out Date:**

**Address:**

**Postcode:**

**Move in Date :**

**Move out Date:**

**Address:**

**Postcode:**

**Move in Date :**

**Move out Date:**

## Section 8 Declaration

I confirm that the information provided on this form, and within my CV, if applicable, is both truthful and accurate. I have committed no facts that could affect my future employment. I understand that any engagement entered into is subject to documentary evidence of my right to work in the UK, verification of any professional qualifications and, in the case of temporary assignments, subject to satisfactory references. I expressly consent to any sensitive or personal data, disclosed as part of my application, being used in connection with the search for work subject to the relevant Data Protection legislation. I will inform Urban Selection of any circumstances that may affect my work, such as changes to health, subsequent pending prosecutions or convictions, which may arise whilst I am registered for permanent or temporary work. I understand that Urban Selection has the right to request a Criminal records Bureau Disclosure Where they consider it necessary and that any details from this or any other police checks provided, may be forwarded to a potential employers and selected 3<sup>rd</sup> parties. I understand that failure to disclose relevant information or giving false information may result in termination of employment. I have agreed to, Urban Selection Limited's Terms of Engagement and give my full permission for references to be taken with any of the referees provided. I am aware that I have the right to withdraw my consent at any time by informing the Urban Selection that I wish to do so.

**Signed:**

**Date:**

**Print Name:**

