

PRIVATE AND CONFIDENTIAL when completed

APPLICATION FORM



BBA Aviation

POSITION APPLIED FOR:

HOW DID YOU HEAR OF THIS POSITION:

Airport Service Road
Portsmouth
Hampshire
PO3 5PJ

Telephone: 02392 304000

PERSONAL DETAILS (please use black ink and block capitals)

Surname:

First names:

Permanent address:

Home telephone number:

Post Code:

Mobile number:

SECONDARY EDUCATION

From	To	School(s)	Examination Results

FURTHER/HIGHER EDUCATION (please include any qualifications which are relevant to this application)

From	To	College/University	Title of Course/subjects and qualifications gained/expected

Other educational achievements or training

Please include part-time studies, Diplomas, Work Based Training, Apprenticeship

PROFESSIONAL QUALIFICATIONS/MEMBERSHIP

Membership of professional body, if so, which one(s)

EMPLOYMENT

Name of current employer:

Address:

Job Title:

Employed from/to:

Salary:

Reason for leaving:

Other previous employment (please provide any additional information on a separate sheet)

Name of employer:

Address:

Job Title:

Employed from/to:

Salary:

Reason for leaving:

Name of employer:

Address:

Job Title:

Employed from/to:

Salary:

Reason for leaving:

ADDITIONAL INFORMATION

Please say why you are applying for this post and mention anything that will help the Company form a clear impression of you, including any hobbies or interests. You may continue on a separate sheet if necessary.

SUPPLEMENTARY INFORMATION

Do you hold a current full Driving Licence?	YES	NO
Do you have your own transport?	YES	NO
Are you required to hold a work permit?	YES	NO
Have you ever been convicted for a criminal offence?	YES	NO

If yes, please give full details. You need not include motoring convictions unless your driving licence has a current endorsement and you need not include convictions which are 'spent' under the Rehabilitation of Offenders Act 1974. Please provide details on a separate sheet.

REFERENCES

Under aviation legislation we are required to obtain a minimum of 5 years continuous, relevant employment references. Please provide the names and addresses starting with your most recent employer (use a separate sheet if necessary).

<u>Reference 1</u> Company Name: Address: Post Code: May we approach them before interview? Yes/No	<u>Reference 2</u> Company Name: Address: Post Code: May we approach them before interview? Yes/No
<u>Reference 3</u> Company Name: Address: Post Code: May we approach them before interview? Yes/No	<u>Reference 4</u> Company Name: Address: Post Code: May we approach them before interview? Yes/No

Before an Offer of Employment is made we require the following –

1. Confirmation of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. This can be confirmed by providing certain documentation, details of which will be given to you
2. Satisfactory employment references and proof of competence i.e. qualifications/certificates.
3. An assessment of your state of health and suitability for this role by our Occupational Health Advisors.
4. Disclosure of information under the Rehabilitation of Offenders Act 1974.

DECLARATION

Please tick box to confirm –

To the best of my knowledge all the information given is correct. If I am appointed I understand:

(a) that if information given is found to be incorrect it could lead to my summary dismissal

(b) information from my application may be computerised for personnel/employee administration purposes in accordance with the Data Protection Act 1998.

H+S Aviation Limited strives to be an Equal Opportunities Employer. This means that we will not discriminate in the selection for employment or retention in employment against or in favour of any person on the grounds of their race, colour, nationality (including citizenship), national or ethnic origin, gender, gender reassignment, sexual orientation, marital status, disability, age, religion or belief.