|  |  |  |
| --- | --- | --- |
|  Role Applied for: |  Desired Annual Salary: |  |
| Role Location: |  Desired Hourly Rate: |  |
| Full-time / Part-time / Shifts / Nights (delete as applicable) |  |
| **Personal Information:** |  |  |
| Surname/Family Name: |  Mr / Mrs / Ms / Miss (delete as applicable) | Previous Name (if changed in last 10 years) |   |
| First Name (s): |   | By what name do you prefer to be known: |   |
| Full Address for correspondence: |   | Telephone Contact Details: |
|  |   | Day time: |   |
|  |   | Home (if different): |   |
| Postcode: |   | Mobile: |   |
|  |  | E.Mail: |   |
| Date of Birth: | \_\_\_\_\_ / \_\_\_\_\_ /\_\_\_\_\_\_ | Do you need a work permit? | Yes / No |
| National Insurance Number: |   | Do you have use of your own transport? | Yes / No |
| If you have previously worked for or applied to One Resourcing Ltd, please give details: |
| Have you ever been convicted of any offence involving fraud, theft or other dishonesty, or any other offence? If no, please state ‘NO’. If yes, please give details. (You should not mention any ‘spent’ convictions from which you are rehabilitated under the provisions of the Rehabilitation of Offenders Legislation)  Yes / NoFor security reasons Criminal Record Checks may be undertaken |
|  |

|  |
| --- |
| **Pre-employment Health Declaration:** (please continue on another sheet if necessary) |
| Please let us know if, due to a disability, you need any adjustments to be made to the workplace or working arrangements or to enable you to progress your application. |
| Please note that we may require you to complete a further health declaration form or to undergo a full medical examination depending on the position and shift times that you may be working.  |

|  |
| --- |
| One Resourcing is committed to developing its policies to promote equal opportunities in employment. All applicants will be treated on their merits regardless of age, colour, disability, ethnic or national origin, marital status, race, religion, sex or sexual orientation. In order to monitor the effectiveness of our equal opportunities policy, we would ask you to provide the following information about yourself. |
| **Equal Opportunities Monitoring:** |
| **Gender:** | Female: |  | Male: |  |
| **Ethnic Origin:**Classification by ethnic origin enables people to identify with the area of the world they feel most strongly linked to, whether through family or cultural ties or religious beliefs. Your ethnic origin is therefore irrespective of your nationality, citizenship or place of birth. |
| These are the classifications recommended by the Commission for Racial Equality. Please tick one box only: |
| Black Caribbean |  | Indian |  | White European |  |  |
| Black African |  | Pakistani |  | White Other |  |  |
| Black Other |  | Bangladeshi |  | Other |  |  |
|  |  | Chinese |  |  |  |  |
|  |
| **Disability Status:** |
| Do you consider yourself to be disabled?  | Yes / No |  |  |
| If yes, what is your disability? |   |
|   |
|  |  |

## How did you hear about the position?

**Below you find the One Resourcing Five Year Reference Details Form.**

**Please include as much information about your previous Five Years employment & educational history including all periods of unemployment over 28 days.**

**The more information you provide with regard to e-mail address, postal address, telephone numbers and fax numbers the easier the referencing process will be.**

We may require references for two purposes:

1. To obtain an airside pass permitting you to work unescorted in restricted areas at an airport. The British Airports Authority (BAA) have strict regulations regarding the issuing of ID passes and your references must be satisfactory to the BAA.
2. For your prospective employer, we require references regarding your previous employment and these must be satisfactory to them.

In attempting to meet the above requirements, we will request work references to cover the **last 5 years** together with details of at least **2 character/personal** referees.

We will require a contact name and address for any of the following that have been applicable to you in the past 5 years.

|  |  |
| --- | --- |
| WORK | ALL employment within the past **5 years**, including your current employer. If you were *employed* by a school/college/university, please indicate this clearly in order that a work reference is sent rather than an educational reference. |
| SELF-EMPLOYMENT | Please provide the name and address of a bank, accountant or solicitor who can confirm that they have dealt with you during this period. |
| AGENCY | If you were employed via an agency you must make this clear on the form and provide the details of the agency (we cannot write directly to the companies you were placed with). |
| UNEMPLOYMENT | We will require the address of the benefits office that you have been dealing with during this period. If you have not made a benefits claim, your personal referees will have to confirm this. |
| EDUCATION | The name and address of the school/college/university, including a course tutor who can confirm your attendance. Please give details of your course title. |
| PERSONAL | We require the names and home addresses of 2 personal referees. These referees must be ‘friends’. Family members, tutors, employers and colleagues are not acceptable. They cannot reside at the same address as you. In addition they must have known you for a minimum of 5 years as they will be asked to verify any gaps in your employment history in the last 5 years. |
| COMPANIES THAT ARE NO LONGER TRADING | If a company that you worked for is no longer trading, we will ask you to contact the Inland Revenue for confirmation of your employment with this company including start/finish dates. |
| TRAVELLING/GAPS IN EMPLOYMENT | If you have been travelling or not working for any other reason (apart from those which fall into one of the categories above) during the past 5 years, please give exact dates of the travel period. This would need to be confirmed by one of your personal referees. Relevant entry/exit stamps from your passport may also be required.EVERY GAP OF MORE THAN 28DAYS MUST BE ACCOUNTED FOR and details must be given in the spaces provided on this form. Your personal referees will be asked to clarify any gaps. |

References must be acceptable and suitable to both your prospective employer and the BAA/Airport Authority. Without the relevant information we cannot issue the necessary paperwork to obtain an ID pass. This will mean that employment CANNOT commence and any conditional offer of employment will be withdrawn.

## PLEASE CONTINUE ON SEPARATE SHEETS IF EXTRA SPACE IS NEEDED

YOU MUST GIVE EXACT DATES ON THIS FORM. FAILURE TO DO SO MAY RESULT IN THE REJECTION OF AN ID PASS APPLICATION AND SUBSEQUENT WITHDRAWAL OF ANY CONDITIONAL OFFER OF EMPLOYMENT

**EMPLOYMENT / SELF-EMPLOYMENT / EDUCATION REFERENCES (PLEASE SPECIFY IF AN AGENCY)**

Please start with your MOST RECENT employer/educational establishments and work backwards. Remember – both the BAA or Airport Authority and your prospective employer require references to cover the last **5 years.** Please explain any gaps in your employment (of longer than 28 days) in the section provided at the end of this form.

**HR/PERSONNEL CONTACT NAME & JOB TITLE**: ­­­­

**COMPANY NAME:**

**ADDRESS:**

**POSTCODE:**

**TEL.: FAX:**

**e-mail:**

**FROM**: day month year  **TO:** day month year

\*\* IF YOU ARE STILL EMPLOYED PLEASE GIVE YOUR ANTICIPATED LAST DATE OF EMPLOYMENT AS WE MUST HAVE A FIRM DATE.

# HR/PERSONNEL CONTACT NAME & JOB TITLE: ­­­­

**COMPANY NAME:**

**ADDRESS:**

**POSTCODE:**

**TEL.: FAX:**

**e-mail:**

**FROM**: day month year  **TO:** day month year

# HR/PERSONNEL CONTACT NAME & JOB TITLE: ­­­­

**COMPANY NAME:**

**ADDRESS:**

**POSTCODE:**

**TEL.: FAX:**

**e-mail:**

**FROM**: day month year  **TO:** day month year

# HR/PERSONNEL CONTACT NAME & JOB TITLE: ­­­­

**COMPANY NAME:**

**ADDRESS:**

**POSTCODE:**

**TEL.: FAX:**

**e-mail:**

**FROM**: day month year  **TO:** day month year

# HR/PERSONNEL CONTACT NAME & JOB TITLE: ­­­­

**COMPANY NAME:**

**ADDRESS:**

**POSTCODE:**

**TEL.: FAX:**

**e-mail:**

**FROM**: day month year  **TO:** day month year

# HR/PERSONNEL CONTACT NAME & JOB TITLE: ­­­­

**COMPANY NAME:**

**ADDRESS:**

**POSTCODE:**

**TEL.: FAX:**

**e-mail:**

**FROM**: day month year  **TO:** day month year

# HR/PERSONNEL CONTACT NAME & JOB TITLE: ­­­­

**COMPANY NAME:**

**ADDRESS:**

**POSTCODE:**

**TEL.: FAX:**

**e-mail:**

**FROM**: day month year  **TO:** day month year

**PLEASE EXPLAIN ANY GAPS OF *28 DAYS OR MORE* IN YOUR EMPLOYMENT HISTORY**

**GAP FROM:** DAY MONTH YEAR **TO:** DAY MONTH YEAR

# Reason:

**Did you claim unemployment benefit during this period?**

**If you claimed unemployment benefit, please give the address, including the postcode, of the office your claim was made at:**

**GAP FROM:** DAY MONTH YEAR **TO:** DAY MONTH YEAR

# Reason:

**Did you claim unemployment benefit during this period?**

**If you claimed unemployment benefit, please give the address, including the postcode, of the office your claim was made at:**

**GAP FROM:** DAY MONTH YEAR **TO:** DAY MONTH YEAR

# Reason:

**Did you claim unemployment benefit during this period?**

**If you claimed unemployment benefit, please give the address, including the postcode, of the office your claim was made at:**

**GAP FROM:** DAY MONTH YEAR **TO:** DAY MONTH YEAR

# Reason:

**Did you claim unemployment benefit during this period?**

**If you claimed unemployment benefit, please give the address, including the postcode, of the office your claim was made at:**

**PERSONAL/CHARACTER REFERENCES**

Please give two personal referees who have known you for at least FIVE years. Remember – these must be friends that you see regularly on a social basis and cannot be related to you. Please do not use colleagues, tutors, doctors, friends of parents etc. In addition, they cannot reside at the same address as you or be family members

**NAME :**

**HOME ADDRESS: POSTCODE**

**TEL.: FAX:**

**e-mail:**

**HOW LONG HAVE YOU KNOWN THIS PERSON?**

**NAME :**

**HOME ADDRESS: POSTCODE**

**TEL.: FAX:**

**e-mail:**

**HOW LONG HAVE YOU KNOWN THIS PERSON?**

**NAME :**

If you have gaps in your employment, please indicate which personal referee would be able to verify these gaps:

Please make the referee aware that they will be asked to clarify *exactly*  what you were doing during any gaps in employment (please note, they will also be contacted by the BAA/Airport Authority verification team at a later date to verify the information they have given so they must be confident about giving this information).

### INFORMATION RELEASE FORM

### Please read the following statements carefully and sign below.

|  |
| --- |
| I understand and agree that my appointment is conditional upon the verification, to the Company’s satisfaction, of the information provided on the form, and that this information, and that contained on attached documents, is true and complete to the best of my knowledge. I also understand that I may incur civil and/or criminal liability if I attempt to obtain employment by deception and that any misrepresentation or omission of a material fact will be cause for immediate cancellation of consideration for employment, or for dismissal if already employed. I hereby authorise the Company, or One Resourcing acting on its behalf, to verify information presented on this form and, to the extent permitted by law, to procure investigative and credit reports for that purpose in the UK and, if appropriate, overseas. I also voluntarily authorise the Company, or One Resourcing acting on its behalf, to perform reference checks of my employment, including my current employment and DSS/Benefits agencies to verify periods of unemployment where applicable. I understand that the Company may also require that a check is made on any criminal convictions I may have had in the past.  **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Date:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Surname:** **(please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Maiden name,**  **or any previous name(s) used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |

### Criminal Record Check Information

In order to gain an airside pass at a UK Airport you will be required to undergo a Criminal Record Check from Disclosure Scotland. Please could you complete the following information so that we will be able to make the application online should the need arise.

Present Name:

Name at Birth:

Town of Birth:

Mothers Maiden Name:

Passport Number:

Issue Date:

Driving Licence Number:

Licence Valid From:

Five Year Address History:

Address 1:

Resident From:

Address 2:

Resident From:

Address 3:

Resident Form:

Address 4:

Resident From:

Please note that as of August 2010 any applicant that has resided abroad for more than six-months at any one time during the last five years will also require a Overseas Criminal Record Check from that country.

Please list below any countries that you have resided in over the last 5 years for a period of six months or more.