

APPLICATION FOR EMPLOYMENT CONFIDENTIAL



Air and Ground Aviation Limited is committed to becoming an Equal Opportunities Employer. All appointments will be made in line with our Equal Opportunities policy.

Please complete clearly in **BLACK** ink/ biro.

Role applied for		Ref	
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SECTION 1 – CONTACT DETAILS

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other _____	Contact Telephone Numbers	
Surname		Please indicate convenient time for us to contact you. Discretion will be used when contacting you at work; may we contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No	
First Name(s)		Home	
Address		Work	
		Mobile	
Email		Suitable Contact Times	

SECTION 2 – AVAILABILITY FOR WORK

Please indicate whether you prefer to work full time or part time?	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
If you have tick part time as your preference please state the hours you are available for work. The office is open 08:30 – 17:00 Monday to Friday.	Monday
	Tuesday
	Wednesday
	Thursday
	Friday
Are you currently in employment?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
How much notice would you have to give your current employer?	
Current Salary with Employer	£
Other benefits you receive as an employee	<input type="checkbox"/> Pension <input type="checkbox"/> Bonus <input type="checkbox"/> Company Handset <input type="checkbox"/> Company Car <input type="checkbox"/> Overtime <input type="checkbox"/> Other _____

Do you have a driving licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any driving endorsements?	<input type="checkbox"/> Yes <input type="checkbox"/> No (If yes please give details below)

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SECTION 4 – EMPLOYMENT RECORD

Present or Most Recent Employment		Key Responsibilities of Post		
Name and Address of Employer				
Job Title				
Dates Employed	From			To
Current Salary/ Salary on Leaving				
Notice required/ Date Available				
Reason for Leaving/ Wanting to Leave				

Previous Employment (most recent first)		Key Responsibilities of Post		
Name and Address of Employer				
Job Title				
Dates Employed	From			To
Current Salary/ Salary on Leaving				
Notice required/ Date Available				
Reason for Leaving/ Wanting to Leave				

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Previous Employment		Key Responsibilities of Post		
Name and Address of Employer				
Job Title				
Dates Employed	From			To
Current Salary/ Salary on Leaving				
Notice required/ Date Available				
Reason for Leaving/ Wanting to Leave				

Previous Employment		Key Responsibilities of Post		
Name and Address of Employer				
Job Title				
Dates Employed	From			To
Current Salary/ Salary on Leaving				
Notice required/ Date Available				
Reason for Leaving/ Wanting to Leave				

*** Please continue previous employment on a separate sheet if necessary*

Continued employment is subject to receipt of satisfactory references, therefore we will ask your current and previous employer for references. These will only be taken up once you have accepted an offer of employment by Air and Ground Aviation.

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Voluntary Experience – Please give details of any voluntary activities you have undertaken and any other relevant voluntary experience that supports your application.

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Leisure Interests

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SECTION 5 – RECRUITMENT AGENCIES

Please note that failure to disclose Registration with a Recruitment Agency that results in the company being charged with costs will render you personally liable for these costs

Are you currently registered with a Recruitment Agency	YES	NO	Agency Name
Have you been Registered with a Recruitment Agency in the last 2 years	YES	NO	Agency Name
What was the Date of Registration			
What is the end Date of the Registration			

SECTION 6 – REFERENCES

References

Please give details of two individuals, not related to you, who will provide employment references. One of these must be your present or most recent employer or client if you are undertaking consultancy work. The other should be a person who is able to comment on your ability to perform the role for which you are applying.

Please note that references will not be accepted prior to interview and your permission will be sought before any contact is made.

Name		Name	
How is the referee known to you?		How is the referee known to you?	
Address		Address	
Email Address		Email Address	
Tel No		Tel No	
Fax No		Fax No	

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SECTION 7 – CRIMINAL CONVICTIONS

Rehabilitation of Offenders Act
Before completing this section please read the guidance notes attached carefully. Having a criminal record will not necessarily prevent you from gaining employment with Air and Ground Aviation Limited.
Have you ever been convicted of a criminal offence or are you currently undergoing criminal investigation? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please give details of conviction(s) and dates (s) on the enclosed form. The enclosed form should be placed in the envelope provided and returned to Air and Ground Aviation Limited with the application form.

SECTION 8 – ADVERTISING MEDIA

Additional Information	
Where did you learn of this vacancy?	
Please give any dates in the near future when you are not available for interview	

SECTION 9 – DATA PROTECTION DECLARATION

<p>Under the terms of the Data Protection Act 1998 the information you provide in this application form and monitoring form will only be used for the purpose of assessing your suitability for employment, for monitoring Air and Ground Aviations Limited's policies and procedures and personnel management purposes.</p> <p>If you are unsuccessful this information will be retained on file for six months. The information may be used in internal proceedings to consider a complaint about the section process and/ or defend Air and ground Aviation Limited against a legal challenge to the fairness of the selection process from any interested party.</p> <p>I understand the information above and hereby</p> <ol style="list-style-type: none">1) Declare that the information provided in the application form and monitoring form is correct to the best of my knowledge and belief. I understand that any false statements on this form will justify withdrawal of an offer of appointment or my dismissal from Air and Ground Aviation Limited.2) Agree that the information I give Air and Ground Aviation Limited in connection with this application for employment may be stored and processed for the purposes stated above.3) Consent for Air and Ground Aviation Limited to undertake any checks it may deem necessary in connection with my application as detailed in the information pack provided.4) Agree for Air and Ground Aviation Limited to ask my previous employers questions regarding my sickness and disciplinary record and give my consent for my previous employers to disclose this information.5) Understand that canvassing of interview panel members, directly or indirectly in connection with any appointment shall disqualify me.

Signed _____ Date _____

Print Name _____

Thank you for completing this form. Please return your application along with a copy of your Curriculum Vitae to:

The Personnel Department
Air and Ground Aviation Limited
Aviation House
London Road

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Shirleywich
Staffordshire
ST18 0PN

Telephone: +44 (0) 1889 2711777
Email: office@airandground.com

We look forward to hearing from you.

OFFICE USE ONLY

Date application received Short listed Appointed Keep on File Unsuccessful