

Aviation - Application form

Thank you for expressing your interest in working with Mitie Security. All recruitment is based on merit and suitability for the position. Our standards are high and we will make a judgement based on your experience, qualifications and/or other achievements. All applicants are also required to be screened in accordance to the requirements of the role.

Please complete this form in full using BLOCK CAPITALS. If any question is not applicable then please insert 'N/A'

Job title of the position are you applying for			
Location and site name			
(internal applicants only) application approval – to be completed by the line manager only			
Name and position of line manager			
Contact email address			
Contact telephone number			
I confirm that I have discussed the application with the employee and that I have read and approved this application form. I can confirm that the information that the employee has provided in this application form is true to the best of my knowledge. I will provide an internal reference upon request.			
Signature			
Location			
Section 1	Your details		
Full name			
Address			
I have lived here since _____ (Date) (if less than 5 yrs please provide previous addresses on continuation sheet)			
Email address			
Mobile tel no		Home tel no	
Date of birth		NI number	
Nationality		Place of birth	
Do you require a work permit or visa	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Expiry date
Type of work permit or visa	Residence <input type="checkbox"/> Yes <input type="checkbox"/> No	Student <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you currently or have you ever been subject to immigration control	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

If yes please provide details					
Do you have a SIA licence		<input type="checkbox"/> Yes		<input type="checkbox"/> No	
If yes state which type of licence		<input type="checkbox"/> SG	<input type="checkbox"/> DS	<input type="checkbox"/> PSS CCTV	<input type="checkbox"/> Other
Licence number		Expiry date			
Do you own and drive your own vehicle/ car			<input type="checkbox"/> Yes		<input type="checkbox"/> No
Do you have a current UK driving licence		<input type="checkbox"/> Full		<input type="checkbox"/> Provisional	<input type="checkbox"/> No
If yes , do you have any current endorsements		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Provide details	
Employee number					
Position					
Location		Dates To (MM/YY)		From (MM/YY)	
Mitie business		Reason for leaving			
Section 2		Employment history			
<p>Mitie Security is required to carry out vetting and reference checks in accordance with the requirement of the role for which you have applied. We require details of your employment/unemployment and education history for the past 5 years. Please give details in the space provided for all periods of employment, self –employment, registered or unregistered employment, part-time and voluntary work. Please be sure to give dates and full addresses of employers. For periods of registered unemployment, please give dates and full addressed of the job centre where you were registered.</p> <p>Please note Mitie cannot apply to cover any gaps in employment. It is your responsibility to cover any gaps in employment with your NI details by applying to HRMC Companies House. Please include this with your application.</p>					
Position 1					
Name of employer or job centre			Job title		
Start date (DD/MM/YY)		Leaving date (DD/MM/YY)			
Pay rate/ annual salary	£	Reason for leaving			
Duties and responsibilities					
Address					
Telephone No		Fax No		Email	
Position 2					

Name of employer or job centre		Job title	
Start date (DD/MM/YY)		Leaving date (DD/MM/YY)	
Pay rate/ annual salary	£	Reason for leaving	
Duties and responsibilities			
Address			
Telephone No	Fax No	Email	
Position 3			
Name of employer or job centre		Job title	
Start date DD/(MM/YY)		Leaving date (DD/MM/YY)	
Pay rate/ annual salary	£	Reason for leaving	
Duties and responsibilities			
Address			
Telephone No	Fax No	Email	
Position 4			
Name of employer or job centre		Job title	
Start date (DD/MM/YY)		Leaving date (DD/MM/YY)	
Pay rate/ annual salary	£	Reason for leaving	
Duties and responsibilities			
Address			
Telephone No	Fax No	Email	
Information in support of your application- please continue on a separate sheet of paper if required			
Please use the space below to explain why you are applying for the role and in particular how your experience, personal qualities and skills make you a suitable candidate.			
Service record- please continue on a separate sheet of paper if required			
Service record Royal Navy/ Army/ R.A.F/ Police/ Fire Service/ Merchant Navy *(Delete as appropriate)			

Dates		Service number	Conduct record
From	To		

Section 3 - Education and qualification- please continue on a separate sheet of paper if required

Dates		School, college, university name/address	Subjects taken	Grades
From	To			

Training courses- please continue on a separate sheet of paper if required

Course title/details	Organising body	Date

Memberships of professional bodies- please continue on a separate sheet of paper if required

Institute/body	Membership No	Grade/level	Study dates-To/From

If your application is successful do you intend to continue to or take up additional employment Yes No

Please provide employer details

Section 4 - Character references

Please give details of two persons, not related to you by blood or marriage and not currently your line manager, who have known you for at least 2 years within the last 5 years and who may be approached for character

references or used as verification for previous employment.			
Reference 1			
Name		Occupation	
Address			
Contact no		Period known (years)	
Email address			
Reference 2			
Name		Occupation	
Address			
Contact No		Period known (years)	
Email address			
Self-employment references			
If you have shown periods of self-employment, give the names of two professional referees who can confirm these, e.g. Solicitor/accountant etc.			
Reference 1			
Name		Occupation	
Address			
Contact No		Period known (years)	
Email address			
Reference 2			
Name		Occupation	
Address			
Contact No		Period known (years)	
Email address			
May we approach your present employer for a reference now		Yes	No
Section 5 – Declaration - NB: Failure to disclose an unspent conviction is, in itself, a criminal offence. If you are unclear about any of these questions ask the interviewing manager.			
Have you ever been cautioned/ convicted of a criminal offence (Subject to the rehabilitation of Offenders Act 1974		<input type="checkbox"/> Yes	<input type="checkbox"/> No

If yes please give details		
Are you the subject of any current court proceedings, police or other enquiries	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes please give details		
Are you/ have you been the subject of bankruptcy proceedings/ court judgements for debt	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes please give details		
Have you ever been refused a licence to work in the security industry	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes please give details		
<p>I understand that the information that I have provided on this form, and that is obtained from other sources will be used by Mitie Security to process my application for employment. I understand that the personal information that I have provided will be treated confidentially to aid in monitoring the recruitment process.</p> <p>I understand that the information that I provide may be checked with third parties or with other information that Mitie Security may hold. I understand that the information that I provide may also be passed to certain third parties to prevent or detect crime in other ways as permitted by law.</p> <p>I understand that my employment is subject to satisfactory screening and (where relevant) obtaining and retaining a licence to operate according to the Private Security Industry Act 2001. I understand that the information that I have provided will be used for screening purposes and I consent to being screened in accordance with BS7858/2019 or the Aviation DfT/CAA standard, and confirm that I will provide information as required. I also understand that Mitie Security may use the information that I have provided if there is a complaint or legal challenge relevant to this recruitment process. I hereby authorise Mitie Security to obtain references to support this application once an offer has been made and release the company and referees from any liability caused by giving and receiving information. I authorise Mitie Security to carry out a personal financial reference check and a financial history check for employment history (as required by the Data Protection Act 2018). I understand that Mitie Security may scrutinise the proof of identification and documentation to confirm eligibility to work within the UK. I also agree that, at any time, if requested to do so, I will undergo a medical examination and I consent to the results of any such examination being revealed to the Company. I agree, if requested by the Company, to make a Special Access Enquiry under the Data Protection Act and sign a Statutory Declaration to confirm the dates of previous employment. I grant permission for Mitie Security to contact the UK Border Agency in order to establish my immigration status and ability to work.</p> <p>I hereby grant permission for Mitie Security to approach Government agencies, former employers, educational establishments, government agencies and those individuals providing character references for verification of my employment/ unemployment/ educational record and other information pertinent to my employment during the screening process (as required by the Data Protection Act 2018). By signing the application, I consent to the reasonable processing of sensitive data in accordance with Mitie Security's registration with the Information Commissioner. I confirm that the information given on this form is, to the best of my knowledge, true, accurate and complete. I understand that any false statements may be sufficient cause for rejection or, if employed, dismissal. I Declare that the information given is complete and accurate and that I have no criminal convictions other than any treated as spent under the provisions of the rehabilitation of offender's act 1974 and those disclosed on the Application form.</p> <p>I understand that any misrepresentation of the Facts is ground for refusal of employment or disciplinary proceedings (and in appropriate cases, criminal charges)</p> <p>I understand that anyone deployed on an activity listed under Schedule 11-3, a declaration of acceptance that the CAA or its agents will carry out a CTC and that deployment in any such activities is conditional on the satisfactory result of such a check.</p>		
Signed	Date	