

## Employee / Applicant Details:

- ➔ Always complete the forms yourself, in **BLACK** ink, and in clear and legible **CAPITAL LETTERS**. Pencil will not be accepted
- ➔ Complete **ALL** question/sections. If it does not apply to you, please put "N/A"
- ➔ When answering a Yes or No question, please circle the applicable answer
- ➔ Provide postcodes for addresses
- ➔ Continuation sheet on page 9 if required for addresses to cover 5 year period.
- ➔ Should you make a mistake, when completing the form, please strike through the error and place your initials against it, to show that you are correcting it.

## References:

- ➔ For Permanent / Sub-contractor applications follow requirements as stated on the form
- ➔ For Internship / Student applications a letter of introduction from the college / university is only required – no references are necessary.
- ➔ For Graduates applications a letter of introduction from the college / university is required as well as references.
- ➔ Referees must **NOT** be family members. This includes in-laws, step relations, or boy/girlfriends
- ➔ If you use two managers or supervisors, please ensure they come from **DIFFERENT** companies and sources.
- ➔ Referees must **NOT** have any financial connection to you e.g. accountant or landlord.
- ➔ References must be someone with whom you have regular face to face contact.
- ➔ References need to provide detailed answers to the questions; YES or NO answers are not acceptable.

**NOTE:** For employees at Newport, 3 years of work reference is required, unless working on Known Consignor projects which will require 5 years.

## Known Consignor:

- ➔ Import / export regulations – if this is required it will be discussed at interview

## Previous Employers:

- ➔ Ensure there are no gaps between employment – if there are any gaps use continuation sheet on page 9 to provide a detailed summary of what you were doing during this time.

## Non UK Residency Abroad:

- ➔ For applicants that live overseas, please complete this section to cover the 5 year period
- ➔ For applicants that live in the UK (but within a 5 year period have lived abroad please) complete in full.

## Relatives who are not British:

- ➔ Please provide details of immediate family members, i.e.: Mother / Father / Brother / Sister / Partner

## Certification of Identity:

- ➔ Please read the list of acceptable identification carefully.
- ➔ For EU or EEA Foreign National applicants we require 2x forms of ID including passport, proof of residency (utility bill within 3 months) as well as a local Police Record Check.
- ➔ For any UK National who has been living abroad within the past 5 years, a local Police Record check of that country is also required as well as 2 x forms of ID.

- ➔ In the event you are selected for the role you will be required to provide In Country Police Record checks. Full details of how to apply and the information required will be provided to you once the offer has been accepted.
- ➔ If you currently hold or previously held dual nationality you must provide full details and evidence at interview e.g. multiple passports / naturalization certificates
- ➔ A member of the Airbus Group Recruitment team will need to see TWO ORIGINAL forms of ID – copies are **NOT** acceptable. These must be presented in person.

## Nationality and Immigration Status Form

- ➔ Are you legally a resident of the UK? – Please ensure that when answering YES that you have a Right to Work in the UK. If not, then the answer will be NO.

## Any other information:

- ➔ Use this page as a continuation page or for any additional information i.e.: if you hold a valid SC clearance and details of where this is held.

Security Awareness

## User Guide Notes