



## Application for Employment

Thank you for your interest in employment with Najaf International Airport. All information provided by you will be treated in the strictest confidence but will be subject to verification if your application proceeds beyond this stage.

Please complete this form in your own handwriting in blue or black ink.

Position or type of work applied for:	<input type="text"/>		
Willing to work: (tick all relevant boxes)	Full Time Shift work	<input type="checkbox"/> <input type="checkbox"/>	Part Time Job Share
		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

### Personal details

Title	<input type="text" value="Mr/ Mrs/ Miss/ Ms/ Title"/>	Surname	<input type="text"/>
Forenames	<input type="text"/>	Previous Surnames (including maiden name)	<input type="text"/>
Address	<input type="text"/> <input type="text"/> <input type="text"/>		
Phone: Home	<input type="text"/>	Daytime /mobile	<input type="text"/>
E-mail	<input type="text"/>		
Emergency Contact Name	<input type="text"/>		
Relationship	<input type="text"/>	Phone: Home	<input type="text"/>
Address	<input type="text"/>	Work	<input type="text"/>

### Education: Please give details of full and part-time education including secondary education onwards

From (years)	To	Name and Address of School/College/University	Examinations subjects passed and grades
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Other Qualifications

From	To	Name of Establishment	Qualification passed and grades

## Employment History

**PLEASE NOTE** Applicants are required to give full details of ALL periods of employment or unemployment for the last 5 years or since the age of 16 whichever is the shorter period. Starting with your present / last occupation give details in the column provided in date order. Please include any period of unemployment or self employment.

Date		Name and address of Employer or other details (give contact name for reference where possible)	Position	Leaving Salary	Reason for leaving
From	To				

**Additional Information**

Please use this space to give brief details of other skills, experience, qualifications, short courses, fluency in foreign languages, leisure activities and any other interests which you feel are relevant and will support your application. Please use continuation below if necessary.

Do you have a valid driving Licence?

YES  NO

If yes please state type: (please circle)

\*Provisional / Full / Other  
\* Manual / Automatic Gearbox

Please give details of any endorsements

Do you have your own transport?

YES  NO

**Continuation Section**

(Please use this section for continuation or for any other detail to support your application)

**Criminal convictions (\* Please refer to enclosed notes)**

Have you ever been convicted of a criminal offence?

YES  NO

Do you have any prosecutions pending? YES  NO

If yes, please give nature of offence, date of convictions, or pending

**References**

Please give the name and address of two PERSONAL referees who have known you well for at least the past 2 years. They should NOT be members of your family, tutors or previous employers.

**We will only request employment and personal references if you are offered a position**

Personal Reference 1

Personal Reference 2

Name

Name

Occupation

Occupation

Address

Address

Telephone

Telephone

**Declaration - Please read the declaration below carefully and then sign and date the form.**

I authorise Najaf Airport Authority to approach former employers, educational establishments, government agencies and personal referees for verification of information in accordance with the Directive for Aviation Security, once an offer has been made. I understand that references received by the Company are confidential and will not be disclosed to me or any other parties.

I understand that by signing this form I have given permission for this form to be stored and processed for the purpose of arriving at a selection decision. Sensitive data may be monitored and stored for the purpose of equal opportunities monitoring. Should I be offered employment at Najaf International Airport, this form will be held as part of my personal file.

I declare that the details on this application form are accurate and complete to the best of my knowledge. I have no other criminal convictions and those disclosed on the form. I understand that any false declaration or misrepresentation of the facts may be sufficient cause for cancellation of this application and/or termination of employment. I also understand that an offer of employment by the Company is subject to receipt of satisfactory references and any other security purposes and that if these are not obtained my employment contract will be terminated.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Please return this Application form to:**  
Administrative department, Najaf International Airport, Najaf province, Republic of Iraq



## Equal Opportunities

Najaf Airport Authority is committed to providing equal opportunities for all its staff irrespective of sex, marital status, creed, colour, race or ethnic origin, sexual orientation, age or disability.

In order to monitor the effectiveness of this policy you are invited to tick below to indicate your sex, marital status and ethnic origin. The categories used in the section on ethnic origin are those recommended by the Commission for Racial Equality. If you are uncertain, please tick the box marked 'other' and give details.

The information given in this section will be used only for the monitoring of Najaf Airport Authority equal opportunities policy and has no bearing on the recruitment and selection process. This form will be separated from your application and destroyed once the details have been recorded.

**Surname** ..... **First Name** .....

**Position applied for** ..... **Date** .....

<b>Sex</b>	Male <input type="checkbox"/>	Female <input type="checkbox"/>		
<b>Marital Status</b>	Single <input type="checkbox"/>	Married <input type="checkbox"/>	Widowed <input type="checkbox"/>	Divorced <input type="checkbox"/>
<b>Ethnic origin</b>	<b>White:</b> <input type="checkbox"/>			
	<b>Mixed:</b> White & Black Caribbean <input type="checkbox"/>	White & Black African <input type="checkbox"/>	White & Asian <input type="checkbox"/>	
	Any other mixed background <input type="text"/>			
	<b>Asian:</b> Indian <input type="checkbox"/>	Pakistani <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	
	Any other Asian background <input type="text"/>			
	<b>Black:</b> Caribbean <input type="checkbox"/>	African <input type="checkbox"/>		
	Any other black background <input type="text"/>			
	<b>Chinese or other ethnic group:</b> Chinese <input type="checkbox"/>	Any other <input type="text"/>		
<b>Nationality</b>	<input type="text"/>			

### Definition of Disability

A person as having a disability if he or she 'has a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities'.

Do you believe you have such a disability?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, please describe the nature of your disability	<input type="text"/>			
	<input type="text"/>			