

GROUND PERSONNEL

Dear Candidate,

For all staff that will be involved in security controls or will have unescorted access to security restricted areas of an airport, and according to Swiss Legislation (NASP), we are obliged to perform a pre-employment and a background check in order to ensure Aviation Security requirements are met.

During the pre-employment and background checks we will verify the details highlighted with an asterisk (*) in your Application Form. Your data will be treated confidential at all times.

Personal Records

First Name*						photo
Family Name*						
Address						
Post code and Place						
Telephone no. (Home)						
Telephone no. (Cellular)						
Social Sec. no. (AVS-AHV)*						
Date of Birth*		Place of Birth*				
Marital Status						
Email						
Available from						
Nationality						
Passport / Identity Card no.				Expiry Date		
Country of Issue						
Visa (if applicable)				Date of Exp.		
Working permit				Date of Exp.		
Date of last medical check	(if working shift only):					
Children: Name	Age	Date of Birth	Sex	Citizenship	Occupation	

Previous Residences (past 10 years)*

(to be filled in only by candidates that will have access to security restricted areas of an airport; e.g. maintenance staff, catering staff, ground services supervisors, FOA / FOO, etc.)

From	To	Address, Place, Country

Education*

From	To	Name of school / institute, full address, country	Type of Diploma or Level

Trainings and Courses (incl. Language Courses)*

From	To	Name of School, City, Country	Level / Type

Languages

Describe as: mother tongue, excellent, good, satisfactory or poor

Language	Spoken	Written
Italian		
English		
French		
German		
Spanish		
Other:		

Computer Skills

Programs	

Details of court convictions, etc. (if any)*

(to be filled in only by candidates that will have access to security restricted areas of an airport; e.g. maintenance staff, catering staff, ground services supervisors, FOA / FOO, etc.)

Details of court convictions, including road traffic offenses or violations

Actual Employer

From (month / year)	To (month / year)	Position
	present	
Company name & address		

Previous Employers*

(or educational establishments)

(the fields marked with an asterisk (*) to be filled in only by those candidates that will have access to security restricted areas of an airport; e.g. maintenance staff, catering staff, ground services supervisors, FOA / FOO, etc.)

From (month / year)	To (month / year)	Position
Company name & address	Superior (full name) & e-mail*	Reason for leaving*
From (month / year)	To (month / year)	Position
Company name & address	Superior (full name) & e-mail*	Reason for leaving*
From (month / year)	To (month / year)	Position
Company name & address	Superior (full name) & e-mail*	Reason for leaving*
From (month / year)	To (month / year)	Position
Company name & address	Superior (full name) & e-mail*	Reason for leaving*

Experiences

From M/Y	To M/Y	Employer	Position / Category / Type
	present		

Hobbies / Sports

Hobbies	
Sports	

Personal References*

<i>Personal</i>			
Name	Email address		

<i>Work</i>			
Company's name	Name	Position	Email address

Specific Records (if any)

(to be filled in only by candidates that will have access to security restricted areas of an airport; e.g. maintenance staff, catering staff, ground services supervisors, FOA / FOO, etc.)

Dangerous Goods (DG – 24)	
Security Training (SEC – 12)	

Legend:

DG (24)	Dangerous Goods within 24 months
SEC (12)	Security Training within 12 months

Please enclose:

- Letter of motivation;
- Curriculum Vitae;
- 2 passport size photos (not older than 6 months);
- Original excerpt from the Swiss criminal record not older than 1 months (if applicable)*;
(foreign candidates: Please enclose the original form issued by each country of residence of the previous 5 years**);
- Copies of diplomas;
- Copy of medical certificate;
- Copies of certificates of employment;
- Copy of the working permit (if applicable);
- Copies of licenses (if applicable);

*compulsory for all candidates applying for positions that require access to security restricted areas of an airport or involved in security controls

** for Italian citizen: carichi pendenti e casellario giudiziale not older than 1 month

Condition of Employment

Dear Candidate,

Before forwarding your complete application to Darwin Airline, make sure that you have filled in properly the form giving full details of your education, training and employment of at least the five preceding years. Missing information will automatically lead to the exclusion of your application.

For candidates that will be involved in security controls or that will have unescorted access to security restricted areas of an airport, and according to Swiss Legislation (NASP), we are obliged to perform a pre-employment and a background check in order to ensure Aviation Security requirements. The pre-employment and the background checks are therefore an inherent part of employment for such a position. During the pre-employment and background checks we will verify the details highlighted with an asterisk (*) in this application form either by phone and / or in written. Your data will of course be treated confidential at all times.

In order to proceed immediately with the security checks after pre-selection, we kindly ask you to sign below weaver. Refusal of such consent will unfortunately disqualify you from consideration for a security control position.

Looking forward receiving your application soon,

Darwin Airline, Human Resources

Authorization to Darwin Airline to perform Pre-employment and Background checks

I authorize Darwin Airline SA to obtain references to support this application and release the Company and referees from any liability caused by giving and receiving such information.

I declare that the information contained in this form is true and complete and that I have not withheld any information that may affect my suitability for employment with Darwin Airline SA.

I understand that if it is subsequently discovered that any statement is false or misleading or that any information has been withheld, I may be dismissed from employment by Darwin Airline SA.

Place & Date:

Signature: