

**Airport Rep Application Form 2023**

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| **Questions:** | Answers: |
| **First name** |  |
| **Surname** |  |
| **Date of birth (optional)** |  |
| **Nationality** |  |
| **Are you eligible to work in the UK?** |  |
| **Current address (including postcode)** |  |
| **Mobile** |  |
| **Email** |  |
|  |  |
| **Are you able to commute from your home to Heathrow using public transport (excluding Heathrow Express)?** |  |
| **How long will your commute to Heathrow take?** |  |
| **You may need to print paperwork at home. Do you have your own printer?** |  |
| **Are you free to work all the dates listed below?** |  |
| **Students arrive/depart on the following days:**  **Saturdays: 1,8, 15, 22, 29 July, 5 Aug**  **Mondays: 10, 17, 24, 31 July**  **Wednesdays: 5, 12, 19, 26 July, 2, 9 August**  **Working hours: 1-3 days per week. Hours vary. Normally 08.00 – 16.00h** | |
| **Please note any dates you are not free to work** |  |
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| **How did you hear about this role?** |  |
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| **What experience do you have working with children?** |  |
| **What customer service experience do you have?** |  |
| **Why are you interested in working as an Airport Representative for Discovery Summer?** |  |
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| **Name of first referee:** |  |
| **Position** |  |
| **Organisation:** |  |
| **Relationship to you (e.g. manager, university tutor)** |  |
| **Phone** |  |
| **Email** |  |
| **May we contact this referee before your interview?** |  |
|  |  |
| **Name of second referee:** |  |
| **Position** |  |
| **Organisation:** |  |
| **Relationship to you (e.g. manager, university tutor)** |  |
| **Phone** |  |
| **Email** |  |
| **May we contact this referee before your interview?** |  |
|  |  |
| **Do you require any reasonable adjustments to the application process?** |  |
| **Do you have an Enhanced DBS check? (if so, please give the date)** |  |
| **Are you on the DBS update service?** |  |
| **Have you ever been given a final warning by an employer?** |  |

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| **Safer recruitment** | |
| Discovery Summer is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The role you have applied for involves access to children or the opportunity to have contact with children.  It is unlawful for Discovery Summer to employ anyone barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at Discovery Summer. | |
| All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any convictions, cautions, reprimands and final warnings that are not protected (i.e. not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).  You are not required to disclose a caution or conviction for an offence committed in the UK if it has been filtered in accordance with the DBS filtering rules. For further information on filtering please refer to https://www.nacro.org.uk/resettlement-advice-service/support-for-individuals/disclosing-criminal-records/  Any offer of work made will be conditional on satisfactory completion of necessary pre-employment checks. If you are successful in your application, you will be required to complete an enhanced DBS disclosure and Barred List and Prohibited List (qualified teachers only) check before the appointment is confirmed.  If you wish to tell us about any criminal conviction in advance of the enhanced DBS check with Barred List being sought, you may do so below (see declaration 2 below). The information disclosed will be stored separately from Discovery Summer’s generated application form and will only be seen by those involved in the recruitment process. It will be viewed only if you are shortlisted for interview.  If the enhanced DBS check comes back ‘Disclosure not clear’ Discovery Summer will request the original copy of the DBS check to view details of cautions, reprimands or final warnings as well as convictions and spent convictions. A copy will be kept on file for no more than 6 months.  A criminal record will not in itself, debar you from being appointed however, failure to disclose all convictions, cautions, reprimands or final warnings that are not protected could result in disciplinary proceedings or dismissal.  All cases will be examined on an individual basis by the Designated Safeguarding Lead and the Managing Director. A signed and dated record of the decision will be kept on the applicant’s file. In making this decision, regard will be given to the nature and the seriousness of the offence, its relevance to the nature of your employment, the frequency of the offence, how long ago it was committed and any other factors which may be relevant. | |
| I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard. | Yes/No |
| Do you have any convictions, cautions, reprimands or final warnings which are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? | Yes/No |
| I confirm that the information provided on this form and on accompanying documents is complete and accurate. | Yes/No |
| You are working with children. Consuming alcohol and substance abuse are not permitted at any time during working hours. Smoking (including e-cigarettes) is only permitted in designated areas when off duty. Staff must be fit to supervise students at all times. Failure to abide by these rules will be treated as a serious disciplinary matter and could lead to immediate dismissal. | |
| I confirm that I understand and agree to comply with the Discovery Summer policy regarding alcohol, smoking and substance abuse. | Yes/No |
| If your application is successful, Discovery Summer will retain the information provided on this form (together with any accompanying documents) in your staff folder. If your application is unsuccessful, all documentation relating to your application will be confidentially destroyed no more than 12 months after the date you are notified of the outcome. For further information. please visit [www.discoverysummer.co.uk/privacy-policy/#staff](http://www.discoverysummer.co.uk/privacy-policy/#staff) | |
| I confirm I have read and agree to Discovery Summer's privacy policy (link above) | Yes/No |
| If I am offered employment by Discovery Summer, I authorise the company to check my details on the DBS update service (if applicable) | Yes/No |
| Signature (type your name) |  |
| Today’s date |  |

Please return your completed form together with your CV to Mary Shipley [mary@discoverysummer.com](mailto:mary@discoverysummer.com)