

If further references are required to satisfy the end to end 5 year check, then continue to record this information on a separate sheet within this pack.

Interviewer: Insert your initials to confirm full 5-year period details recorded with gaps of no more than 28 days.

Please use this section to record any further comments:

Part E Criminal Convictions Disclosure (to be completed by the interviewer)

Please advise the applicant that a Criminal Record Check (CRC) will be completed for each country where they have been a resident for 6 months or more.

If the Applicant is to undertake a role in Aviation Security, then a Counter Terrorism Check (CTC) will also be required.

Do you have any Criminal Convictions? Yes No (Select as appropriate)

If yes, record any Criminal Convictions and Dates as disclosed by Applicant:

Interviewer: If the Applicant has advised they do not have any Criminal convictions then tick this box.

Interviewer: Record any questions / concerns raised by Applicant in relation to the above questions:

A signature will be obtained in the Declaration section, at the end of the interview.

Interviewer: Take this opportunity to remind the Applicant that any future convictions must be notified to Employer and the ID Centre within 14 days. Initial to confirm that the applicant has been briefed.

Part H Final Declaration (to be completed by both Applicant and the interviewer)

Applicant Declaration (1)

I give my authorisation for approaches to be made to former employers, education, establishments, government agencies and personal referees for verification of the information provided.

I declare that I have no disqualifying criminal convictions other than any that are treated as spent under the Rehabilitation of Offenders Act 1974.

I can confirm I have given a true and accurate account of my personal, employment and criminal record history.

Applicant's Name:

Signature of Applicant:

Date:

DD / MM / YYYY

Applicant Declaration (2)

Heathrow Airport Limited is committed to collecting and using personal information responsibly, securely and fairly. The information provided in this form will be stored electronically and will be used for the following purposes:

- To check the eligibility and suitability of applicants to hold an airport ID pass;
- To administer the airport ID pass scheme in accordance with regulatory requirements;
- To manage and record access to the security restricted areas;
- To investigate allegations of misuse of airport ID passes and misconduct at work;
- To prevent and detect crime and for the purposes of national security; and
- To research into airport surface access opportunities.

In order to fulfil these purposes, we may need to disclose information to employers, third party organisations, the police and government agencies. They will only use the personal information provided by us for these purposes and in some instances this may require information to be transferred overseas but we will make sure that information remains protected and secure. In the case of all disclosures we will always ensure the disclosure is legitimate and proportionate for the purpose. We keep personal information in line with our retention policy which ensures that we keep details on pass holders for no longer than is necessary. Information will be retained in a secure environment and access to it will be restricted according to the 'need to know' principle.

You consent to us passing your personal data to other parties who are involved in the application, issue, control and monitoring of security passes and related permits. Such personal data may include your identity, contact details, employment history, references, criminal record data, driving licence data and any documents which may display such data.

By signing here you acknowledge that you have read and understood how your personal data will be used.

Signature of Applicant:

Date:

DD / MM / YYYY

Interviewer Declaration

I am satisfied that the information provided by the Applicant during this interview, has been recorded within this pack and will now be subject to review prior to submission for an Airside Pass.

Signature of Interviewer:

Date:

DD / MM / YYYY

Print Name:

Additional Notes: