

Guidelines for Completing 5 Year Background Check

- No more than a 14 day gap between each period of employment/unemployment/college/school, etc.
- Begin with the **current/most recent** employment/unemployment/college/school period.
- Dates in the format day/month/year.
- If unemployed please state:
 - Exact period when in receipt of unemployment benefit.
and also
 - Exact period when unemployed but not in receipt of benefit.
- If any company you have worked for is no longer in operation, it will be necessary to get verification of dates employed from the Revenue Commissioners.
- Please ensure the contact name is current, eg still working for the company/college/school and that they are expecting a call from Aer Lingus HR to verify the employment/school/college dates specified.

Failure to fully and accurately complete the 5 Year Background Check will affect your progression through the Aer Lingus recruitment process.

5 Year Background Check

As part of the selection process you are required to provide us with a 5 year background history. If successful at interview this information will be used to apply for DAA security clearance. The DAA insist that there is no more than a 14 day gap between each period stated below. Please fill out the table in date order, starting with the most recent.

Date from: Must be in format: day/month/year	Date to: Must be in format: day/month/year	Name and Address: Employer/College/School, etc	Contact Name:	Position	Contact Telephone Number	Contact Email Address	Your Job Title in the Company Brief Description	Permission to contact individual listed. Please indicate Yes/No
__/__/__	__/__/__							
__/__/__	__/__/__							
__/__/__	__/__/__							
__/__/__	__/__/__							
__/__/__	__/__/__							
__/__/__	__/__/__							

I _____ hereby give Aer Lingus HR Department permission to seek verification from all of the contacts listed above.
(Name in Block Capitals)

SIGNATURE _____

DATE: _____