



Mission Aviation Fellowship UK

GUIDANCE FOR APPLICANTS

Mission Aviation Fellowship UK (MAF UK) process data relating to the recruitment of staff for both the United Kingdom and overseas. We do this to support the recruitment process, provide you with the information you want, send you updates on our work, seek references and DBS checks as appropriate, assess against selection criteria, judge suitability for service, and to monitor gender and equality. The information provided on this form will remain private and confidential and will be used for the purpose of selection/recruitment in line with our *Recruitment Privacy Notice*.

Where the application is successful; MAF UK will process personal information for employment purposes, to assist in effectively managing the organisation and the employment relationship, to ensure the health and wellbeing of staff and to enable individuals to be paid according to their contracts. MAF UK is committed to protecting applicant's privacy and promise to respect personal information and do all it can to keep it safe. MAF UK aims to only process personal data in ways it believes, applicants would reasonably expect. MAF UK processes personal information in accordance with the provisions of the General Data Protection Regulations. A copy of our *Staff Privacy Notice* can be found on the recruitment pages of our Website.

General guidelines on completing this form:

- Please read these notes carefully before completing the application form.
- Please fill this form in as fully and completely as possible, giving evidence of skills and experience where possible.
- CV's can be accepted to *support* the application form but not instead of completing the sections in this form.
- Please return your form by email.

Guidelines on equal opportunities:

Mission Aviation Fellowship UK is a Christian organisation which seeks to operate in and for the name of Christ and those who work in the organisation must agree with the evangelical Christian beliefs as set out in the organisation's statements on ethos, purpose, vision, values and beliefs and as outlined in the charitable articles of association. Full information is available in our recruitment policy which is available for candidates to look at on request.

We monitor the effectiveness of our recruitment advertising in reaching potential candidates. It would be helpful if you would complete the monitoring form included with this application form. It will be kept separate from both the form and your personal details and will not be seen by the employing manager.

Guidelines on legal requirements for processing applications which MAF UK will follow:

All employers recruiting staff in the UK are required to carry out certain checks to avoid employing anyone who does not have permission to work in the UK. It is a criminal offence to employ someone who has no right to work in the UK, or no right to do the work offered. In line with legal requirements, MAF UK will carry out checks on all applicants right to live and work in the United Kingdom. Copies of official and appropriate documents such as passports will be required before interviews will be confirmed.

To comply with the Asylum and Immigration Act 1996 (as amended at 1 May 2004), you must supply original documentation proving that you have a right to work in the United Kingdom (UK).



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This may be either:

- ONE document from List 1, below; or
- TWO documents from List 2, below, which must include a document giving your permanent National Insurance (NI) number and name; or

TWO documents from List 3, below, which must include a work permit or other approval to take employment that has been issued by Work Permits UK.

List 1

- A passport showing that you are a British citizen, or have a right of abode in the UK.
- A national passport or national identity card showing that you are a national of a European Economic Area (EEA) country 1 or of Switzerland.
- A residence permit issued by the UK showing that you are a national of an EEA country 1 or of Switzerland.
- A passport or other document issued by the Home Office which has an endorsement stating that you have a current right of residence in the UK as the family member of a national of an EEA country 1 or of Switzerland who is resident in the UK.
- A passport or other travel document endorsed to show that you can stay indefinitely in the UK, or have no time limit on your stay.
- A passport or other travel document endorsed to show that you can stay in the UK, and that, if you do not have a work permit, you are allowed to do the type of work you are applying for.

An Application Registration Card issued by the Home Office to an asylum seeker stating that you are permitted to take employment.

List 2

A document giving your permanent National Insurance Number and name. This could be: a P45 or P60 issued by a previous employer, a National Insurance card, or a letter from a relevant Government Agency 2. (Please note that temporary NI numbers (beginning with TN), and numbers ending in a letter from E to Z inclusive, are not valid for this purpose.)

TOGETHER WITH ANY ONE OF THE FOLLOWING:

- A full birth certificate issued in the UK, which includes the names of your parents.
- A birth certificate issued in the Channel Islands, the Isle of Man, or Ireland.
- A certificate of registration or naturalisation stating that you are a British Citizen.
- A letter issued to you by the Home Office indicating that you can stay indefinitely in the UK, or have no time limit on your stay.
- An Immigration Status document issued to you by the Home Office with an endorsement indicating that you can stay indefinitely in the UK, or have no time limit on your stay.
- A letter issued to you by the Home Office indicating that you can stay in the UK and that you are allowed to do the type of work you are applying for.
- An Immigration Status document issued to you by the Home Office with an endorsement indicating that you can stay in the UK and that you are allowed to do the type of work you are applying for.

Note that if for any reason the name given on the two documents that you supply is not identical, you will also need to supply a third original document to explain the reason for the difference. This could be a marriage certificate, divorce document, deed poll, adoption certificate, or statutory declaration.