

Criminal Record Check

Legislation controlling access to restricted areas at all UK airports (known as airside access), requires airline companies to carry out additional background checks for all new applicants for a permanent restricted zone 'Airside' security pass. The check is known as a BASIC Disclosure and involves the individual applicant obtaining a BASIC Criminal Record Certificate. This process is in addition to obtaining references for the previous 5 years of education or employment. These requirements are prescriptive and can be found on www.disclosure.gov.uk.

We have amended our eligibility requirements and those who cannot meet this requirement will become ineligible for the scheme.

Following extended discussion with our airline partners, and in the light of ever increasing security requirements, we have decided to undertake this check, prior to Cadets starting with their sponsoring airline. Once training is completed and prior to employment with the Airline a further certificate will be required.

The only source of a BASIC disclosure at this time is 'Disclosure Scotland'. The cost of the certificate is currently £13.60. You can apply on-line by going to www.disclosurescotland.com.

Before starting on your application you are advised to have the following information to hand:

- Your current name
- Any previous names you have been known by
- Date of birth
- Details of at least one of the following:
 - Drivers Licence Number.
 - Passport Number.
 - National Insurance Number.
- The reference number of any previous disclosures completed by Disclosure Scotland.
- Details of at least a 5-year address history, including country, county and postcode.
- Credit card or debit card –MasterCard, Visa, Switch or Solo will be accepted

Note: Should you not use the on-line process for more than 15 minutes, your application will be disconnected and any details submitted will be lost.

The cost of the Criminals Record Check is the responsibility of the applicant and will not be refunded by CTC.

At the end of the application you will be given a 16-digit confirmation reference number. This is to be used in case of a query with Disclosure Scotland.

For non-UK based applicants you will need to obtain a BASIC Disclosure Certificate, plus a 'Certificate of Good Conduct' from your local police-station in your country of residence, covering the last 5 years. In the event that you are a non-UK national who has been based in the UK for a short period of time, for EG. studying at a UK educational establishment, you will need to apply to your local police station for a 'Subject Access Form' which costs £10.

For details of convictions that would preclude applicants from obtaining an Airside ID please go to www.ctcaviation.com/pdf/040202_crimCRCbasic.pdf