

IDU2 / 2019 – APPLICATION FOR A TEMPORARY EMPLOYMENT PASS

A Temporary Employment pass will only be issued to an applicant who has a legitimate operational need to access the Security Restricted Area/Critical Part (SRA/CP) and access will only be given to relevant areas. This will include people who do not qualify for a Visitor pass, or persons requiring a permanent airside pass for employment purposes.

A 1-14 day pass can be issued upon proof of confirmation that a UK CRC **is in progress**, and valid ID.
 A 15-60 day pass can be issued **upon production of a valid UK CRC which has been issued within the last 3 weeks**, and valid ID.

A person can only be issued with a pass for a maximum of 60 days in a rolling calendar year. This cannot be broken up to extend the life of the pass.

The escort ratio for full pass holders to **Temporary Employment pass holders is 1:3**

Applicant's Personal Details PLEASE PRINT

Surname:	Forename:
Previous surname (if applicable):	Middle name(s):
Title: Mr / Mrs / Miss / Ms / other:	Company Name
Place of Birth:	Date of Birth:
National Insurance No:	Contact Phone Number:
Address:	Job Title:

Vehicle Details:

Reg. No. _____ Make _____ Colour _____

Reason for Issue of a Temporary Employment Pass

Reason e.g. Waiting for permanent pass, seasonal staff etc

PASS OFFICE ONLY TO COMPLETE

HOW LONG	CRC STATUS (in progress/provided)	PROOF PROVIDED (please state)
1-14 days <input type="checkbox"/>		
15-60 days <input type="checkbox"/>		
1-60 days <input type="checkbox"/>		

PROOF OF IDENTITY - A valid recognised form of identification will need to be provided by the applicant upon issue of their pass. Failure to supply proof of identification will result in the pass not being issued. See acceptable ID below:

Accepted Proof of Identity			
Valid 10 Year UK Passport		Valid Non-EEA National full Passport With Permit to Work	
Valid Full UK photo card driving licence		Valid National Identity Card (EU Members state)	
Valid Full EEA Passport			

Authorised Signatory's Declaration:

- ❖ I, as the Authorised Signatory, declare that the applicant named on this Temporary Employment Pass application form, has a legitimate operational need for a pass, and I understand that access will only be given to relevant areas.
- ❖ I confirm the applicant will be escorted by a nominated Full Pass holder at all times whilst in the Security Restricted Area (SRA)/Critical Part (CP) and that the escort will be held accountable for escorting the visitor(s).
- ❖ **I confirm that as Authorised Signatory I will fully brief and make all escorts aware of their responsibilities whilst escorting an individual in possession of a Temporary Employment pass.** This will include:
 - The requirements for picking up a Temporary Employment pass
 - The procedure for the return of all passes
 - Escorting ratios, and actions to take when the escortee is handed over to another escort
 - Reporting procedures if escort has concerns over an escortee's actions or behaviour
- ❖ I confirm that the escortee/s are in direct line of sight at all times when in the SRA/CP and the escorting ratios will be maintained at all times.
- ❖ I will ensure that the Temporary Employment Pass will be returned to the Security & Passes Office once it is no longer required or expired.
- ❖ I understand that IDs are not transferrable and are specific to the individual
- ❖ I accept Belfast International Airport reserves the right to refuse any application or withdraw any Security Pass once issued.

Authorised Signatory Details	
Name:	Position:
Company Name:	ID Number (if applicable):
Authorised Signatory's signature:	Date:

Applicant's Declaration

Data Protection Act 2018 – Belfast International Airport is registered under the Data Protection Act. The information contained with this Temporary Employment Pass application will be stored on a database and will be safeguarded against unauthorised access.

Any of your personal and/or sensitive data you have supplied may be disclosed to the Police or Control Authorities in the interest of national security and for the prevention and detection of crime.

Please read the following and then answer the question, sign and date the application form:

- ❖ I confirm that the information supplied is complete and accurate.
- ❖ I agree to remain under the supervision and within sight of my nominated escort at all times whilst in the Security Restricted Area/Critical Part (SRA/CP).
- ❖ I understand that failure to comply with airport bylaws, Airport instructions and security notices may result in the withdrawal of my Temporary Employment Pass.
- ❖ I agree to the use of any of my personal data and or sensitive personal data supplied by me for the purposes set out above.
- ❖ I understand my Temporary Employment pass MUST be returned when no longer required or expired.

Applicant's signature:
Date:

For office use only
Authorised & Issued by:
Proof of identity checked:
Identity Serial Number:
Proof of CRC provided:
Date:

FOR AUDIT USE ONLY WHERE APPLICABLE

Form Audited By	
Date	
Signed	