

APPLICATION TO BECOME A DFT CERTIFICATED INSTRUCTOR

This form should be used to apply to become a DfT Certificated Instructor, and to be issued a Certificated Instructor Number (CIN). **Please use the checklist in section 7** to ensure you have all the required documentation, as incomplete applications will be subject to a delay.

SECTION 1 – APPLICANT’S PERSONAL DETAILS (Information should be as per ID document)

Surname: Any previous surname:
 First name: Any other given names:
 Also known as:
 DOB: NI Number:
 ID Document type: ID issuing country:
 ID number: Nationality:
 Contact email:
 Personal email:
 Personal Mobile¹: Work telephone:
 Personal address:
 Postcode:

SECTION 2 – TRAINING PROVIDER DETAILS

Linked Training Provider:
 Company name if different from above:
 Job title of applicant:

SECTION 3 – BACKGROUND CHECK DECLARATION

It remains the employer’s responsibility to undertake the necessary checks to obtain a background check in line with EU Regulation 2015/1998 (as retained in UK law). The CAA will be conducting secondary checks on the applicant’s identification (ID check) and Criminal Records Check (CRC). The background check consists of 3 parts:

- A 5 year employment history
- An ID check
- A Criminal Record Certificate

The employer should confirm the 5 year employment history, using the declaration set out below. The declaration section should be completed by an appropriate management or HR person, unless you are making a self-declaration.

The ID check will be carried out by the CAA and we will contact you to arrange a suitable time to undertake this check – this will require a visual confirmation of the ID against the bearer. Please provide a photocopy of your ID with your application.

The most recent Criminal Record Certificate(s), covering all states of residence for the previous 5 years, must be submitted with this application form to the CAA².

¹ If the applicant has no personal mobile a landline can be given.

² The most recently obtained CRC should be provided, as checked by the employer as part of a background check.

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Employer Declaration – 5 years employment history

I hereby confirm that _____ (print name) has successfully completed background check on _____ (date) in line with EU Regulation 2015/1998 (as retained in UK law) and will be working as an aviation security instructor.

Name:

Company Name: _____ Please tick this box to verify your statement ☐

Role in company:

Contact telephone number:

If you are self-employed and making a self-declaration please tick this box ☐

Please note that if you are self-certificating we will require verification from either an accountant or another Certificated Instructor to corroborate 5 years continuous employment history.

SECTION 4 – COUNTER TERRORIST CHECK

*Please fill out the below carefully so your CTC application can be linked to your instructor application. If you have not yet applied for CTC, please write N/A. Please note, you will **not** be able to be issued a CIN without a valid CTC clearance. Clearance to SC level is also acceptable, should this already be held.*

Application reference number:

Sponsor organisation:

Sponsor name:

Date of application:

If you are an independent instructor who requires sponsorship from the CAA, please tick this box ☐

If you have existing CTC or SC clearance, please tick this box and **enclose a copy of your confirmation of clearance** ☐