# 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.
* **Note it is not necessary to detail summer work or work experience while attending secondary school**.
* 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 in writing from the Revenue Commissioners or to provide some other form of verification, eg a P45.
* Please ensure the contact name is current, eg still working for the company/college/school and that they are expecting a call from **AIRLINE** 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 AIRLINE recruitment process.**

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| **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 CompanyBrief Description | **Permission to contact individual listed. Please indicate Yes/No** |
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