



## EDINBURGH AIRPORT

*Within this leaflet you should find everything you need to know about preparing for a job within Edinburgh Airport*



### What types of jobs can you expect to apply for?

Retail, hospitality, customer service, baggage handlers, ground staff, security, IT, HR, finance, drivers, cleaning, maintenance, the list is endless...

\*Full-Time\*Part-Time\*

\*Contract\*Permanent\*

### What is it like working at Edinburgh Airport?

- 'A happy, positive, busy work place'
- 'A real family feel'
- 'you don't want to leave'
- 'great developmental opportunities'
- 'excellent staff benefits'
- 'variety of shift patterns to suit different personal needs'
- 'the most interesting place to work'
- 'the fastest growing UK airport'

### What are the key skills you should have?

- Excellent Customer Service
- Be reliable and have great timekeeping
- Attention to detail
- Enthusiasm and a can-do attitude
- Great communication
- Energetic, thrive working in a busy and fast paced work environment
- Trustworthy and a positive attitude

## Transport

Car Share opportunities are encouraged with existing staff members and there is limited on-site parking for staff available.

To plan your journey:

<http://www.traveline.info/>

**Edinburgh Bus and Trams** –, full service routes can be found [here](#)

**Fife** – JET 747 [here](#)

**West Lothian** – Service 21A (no Sunday service) [here](#)

**Glasgow** – City Link / Service 900 [here](#)

**Stirling** – [38A](#)



## What do you need to apply?

- To be aged 16 or over -Applications can be made from 16 years old although roles available will be restricted due to legal restrictions.
- Must be able to provide a full 5year checkable history
- ID (passport or provisional/driving license)
- To be able to pass basic disclosure checks (PVG)
- To be able to declare all criminal convictions
- Have access to a car or public transport routes
- Willing to work shift patterns, early starts and/or late finishes

If you can confidently say yes to all the above, a host of jobs await you....



## Support for Jobseekers

Do you need help with applications? Accessing your checkable history? Interview advice? Managing your benefits? Are you a foreign national?

Help is at hand for all:  
If you are registered with your local **Jobcentre Plus**, please contact your Work Coach.

If you are a resident within any of the following local authority areas, you are entitled to help with preparation and job applications via:

Edinburgh  
<http://www.joinedorforjobs.org.uk/service-providers/employability-hubs/>  
or call 0131 477 2800

West Lothian  
<https://www.westlothian.gov.uk/access2employment>  
or call 0800 032 9768

Midlothian  
[https://www.midlothian.gov.uk/info/1084/jobs\\_and\\_training/432/help\\_with\\_jobs\\_or\\_training\\_for\\_people\\_with\\_health\\_problems\\_or\\_disability](https://www.midlothian.gov.uk/info/1084/jobs_and_training/432/help_with_jobs_or_training_for_people_with_health_problems_or_disability)  
Or contact Neil Saddington 0131 270 8904  
[neil.saddington@midlothian.gov.uk](mailto:neil.saddington@midlothian.gov.uk)

Fife  
<https://www.opportunitiesfife.org/public/training/adult-provision/>

East Lothian  
[http://www.eastlothian.gov.uk/info/200522/east\\_lothian\\_works](http://www.eastlothian.gov.uk/info/200522/east_lothian_works)

Stirling  
<https://my.stirling.gov.uk/services/community-life-and-leisure/adult-education-and-community-learning/aspire-learning-for-work>

Clackmannanshire  
<http://www.clacks.gov.uk/community/clackworks/>

Falkirk  
<http://www.falkirk.gov.uk/services/jobs-careers/find-a-job/docs/etu-information.pdf>

Skills Development Scotland  
<https://www.myworldofwork.co.uk/>  
or call 0800 917 8000

HMRC – employment history support  
<https://www.gov.uk/government/publications/national-insurance-employment-history-request>

**View the jobs here:**

[www.arcedinburgh.co.uk](http://www.arcedinburgh.co.uk)  
[www.jobs.edinburghairport.com](http://www.jobs.edinburghairport.com)

**How do I apply?**  
[applications@arcedinburgh.co.uk](mailto:applications@arcedinburgh.co.uk)

**General Enquiries**  
[enquiries@arcedinburgh.co.uk](mailto:enquiries@arcedinburgh.co.uk)