**Please complete in clearly written or typed BLACK ink.**

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| **Vacancy Details** | |
| Position Applied For: |  |
| Full or Part Time:  (please indicate) |  |

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| **Advertising Origin** | |
| Where did you hear about this vacancy? |  |

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| **Personal Details** | |
| Title: |  |
| First name(s): |  |
| Surname: |  |
| Known as: |  |
| National Insurance Number: |  |
| Date of birth: |  |
| Address: |  |
| Contact number: |  |
| Email address: |  |

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| **Declaration** | |
| Do you have any potential conflict(s) of interest? |  |

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| **Current Employment** | |
| Name of employer/organisation: |  |
| Job title: |  |
| Address: |  |
| Salary and benefits: |  |
| Date employed from: |  |
| Date employed to: |  |
| Period of notice: |  |
| Reason for seeking new position: |  |
| Brief description of duties and responsibilities |  |

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| **Employment History**  **Previous posts:** please start with the most recent and continue on additional sheet if necessary | | | | |
| Name and address of employer: | Job title: | Dates employed: (from and to) | Salary: | Reason for leaving: |
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| **Gaps in Employment** |
| If there are any periods of time that have not been accounted for, for instance, periods of travel, or caring for others please give details of them here with dates. The information provided must provide a complete chronology from the age of 16; please ensure that there are no gaps in the history of your employment and other experience. |
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| **Education**  Secondary school, college and university (including any current studies) | | | | |
| Name and address of institution: | Courses taken/subjects: | Dates attended: (from and to) | Full or part time: | Qualifications or grade: |
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| **Training**  Other relevant training or work related skills e.g. short courses, first aid, languages, computer skills, etc | | |
| Course title: | Organising body: | Date obtained: |
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| **Membership of Professional Bodies** | | |
| Name of professional body: | Grade of membership: | Date obtained: |
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| **Additional Information** | |
| Do you have the right to work in the UK? |  |
| Do you have a full driving licence? |  |
| Please state categories e.g. car/lorry etc. |  |
| To comply with the requirements of the airport’s insurers, any employee who is required to drive airside must declare if they have any convictions on their licence. Please do so below: | |
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| **Disability** | |
| The Equality Act 2010 defines a disabled person as someone with a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities. (ie. Has lasted or is expected to last over 12 months). Wherever possible and reasonable we will make amendments and offer alternatives to help a person with a disability through the application and selection process. | |
| Do you consider yourself to be disabled according to this definition? |  |
| If you answered yes, how would you define this impairment? |  |
| Please specify any arrangements we can make to assist you if you are invited for interview/assessment. |  |

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| **Supporting Statement** |
| Please use this section to provide further information in support of your application. This needs to be related to the requirements of the post and should cover the following:   * Reasons for applying and the contribution you feel you will make to the post * The experience, skills, knowledge and personal qualities which you consider make you suitable for the post * Example(s) of your experience in providing leadership through a change programme in a company or organisation * Example(s) of your experience of developing and delivering a strategy * Example(s) of a time when you played a significant role in identifying and securing a new business opportunity * Example(s) of a budget for which you have been responsible, including your experience of setting and managing the budget and of meeting financial targets.   (Please continue on a separate sheet if necessary) |
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| **References** | |
| Please give the names and addresses of two persons as referees. No approach will be made to your present or previous employers before an offer of employment is made. We are also required to obtain employment/educational references for all staff for the previous five years. If you are successful at application stage, reference checks will be required and another form will be sent to you requesting this information prior to interview.  *(N.B. We retain the right to seek references from all previous employers)* | |
| **Reference 1** | |
| Referee name: |  |
| Job title (if applicable): |  |
| Organisation: |  |
| Address: |  |
| Telephone number: |  |
| Email address: |  |
| Relationship to you: |  |
| **Reference 2** | |
| Referee name: |  |
| Job title (if applicable): |  |
| Organisation: |  |
| Address: |  |
| Telephone number: |  |
| Email address: |  |
| Relationship to you: |  |

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| **Data Protection** | |
| Do you give your consent to the processing of your data contained or referred to in this application for the purpose of recruitment in accordance with GDPR and the Data Protection Act 2018? |  |
| If your application is successful, do you give your consent to the processing of your data contained or referred to in this application for payroll purposes and for security and administration purposes, in accordance with GDPR and the Data Protection Act 2018? |  |

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| **Rehabilitation of Offenders Act** | | |
| European Legislation (EC300) and Department for Transport directions require a declaration that you have no criminal convictions other than any treated as ‘spent’ under the provisions of the Rehabilitation of Offenders Act 1974.  Please give details in the table below of any convictions, which are NOT SPENT in accordance with the Act and of any current court proceedings. These will not automatically exclude you from employment.  **IF NONE, THEN STATE “NONE” IN THE BOX BELOW** | | |
| Nature of offence: | Sentence: | Date: |
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| **Declaration** | |
| Please sign below to confirm that the information given on this form is complete and accurate, and also to confirm that you understand that any misrepresentation of the facts is a ground for refusal of employment or disciplinary proceedings (and, in appropriate cases, criminal charges) | |
| Signed: | Date: |

**EQUAL OPORTUNITIES MONITORING FORM**

We would appreciate your co-operation in providing the information requested, which is vital to ensuring we provide a fair service to all applicants. **This form is not part of our selection process and will be separated from your application form upon receipt.** If you are successful, the information on this form will be transferred onto our confidential personnel database.

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| First Name: |  |
| Surname: |  |
| Gender: |  |
| Date of Birth: |  |
| Position Applied for: |  |

Do you consider yourself to be disabled?

□ Yes

□ No

Nationality:

□ UK/EU

□ Other

Please indicate your ethnic origin below:

**Asian or Asian British Mixed**

□ Indian □ White and Black Caribbean

□ Pakistani □ White and Black African

□ Bangladeshi □ White and Asian background

□ Other (Please Specify) □ Other (Please Specify)

### Black or Black British White

□ Caribbean □ British

□ African □ Irish

□ Scottish

□ Other (Please Specify) □ Other (Please Specify)

### Other

□ Other (Please Specify)

□ Not known

□ Do not wish to disclose

**Signature: Date:**