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| **Please complete in clearly written or typed BLACK ink. Please DO NOT enclose CVs as they will not be considered. If you have not received notification of an interview within four weeks of the closing date, please assume that you have been unsuccessful this time.** | | | | | |
| Vacancy number:  Job Title: |  | Full or Part Time:  (Please indicate) | | |  |
| If you have previously applied for any position, please give the job title: | | |  | | |
| How did you find out about this position?  If ‘other’, please give details: | | | Friend Newspaper Internet Other (Please Circle) | | |
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| Title: |  |  |  |
| First name(s): |  |  |  |
| Surname: |  | Home Tel No: |  |
| Address: |  | Mobile: |  |
|  |  | Email: |  |
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| Postcode: |  |  |  |

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| **employment history Present/most recent post** | | | | | | | | | | | | |
| Job/title: |  | | | | | | | |  | | |  |
| Name of employer: |  | | | | | | | | | | | |
| Address: |  | | | | | | |  | | | | |
| Date from/to: |  | | | | | | | Salary: | | | |  |
| Major duties/  responsibilities: | | |  | | | | | | | | | |
| Reason for seeking new position/ leaving: | | | |  | | | | | | | | |
| Period of notice / date available to start: | | | | | | | | | | | | |
| 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 (from and to) month/year: | Salary: | | | | Reason for leaving: | | |
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| Please give details and an explanation of any gaps in your employment history: |
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| *(N.B. We retain the right to seek references from all previous employers)* |

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| education and training | | | | |
| **1. Secondary school/college/university** (including any current studies) | | | | |
| Name and address of institution: | Courses taken/subjects: | Dates  (from - to): | Full/  part-time: | Qualifications\* / grade: |
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*(\*Proof of qualifications may be required)*

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| **2. Other relevant training or work related skills** (e.g. short courses, first aid, languages, computer skills, work-based NVQ etc.) |
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| Are you undertaking any course or study at present? If so give details: |
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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:   * The experience, skills, knowledge and personal qualities which you consider make you suitable for the post * Reasons for applying and the contribution you feel you will make to the post   (Please continue on a separate sheet if necessary) |
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| professional membership | | | |
| Name of professional body: | Grade of membership and whether by examination: | | Date: |
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| additional information | | | |
| Dates when you are unavailable for interview (e.g. holidays): | |  | |
| Do you have the right to work in the United Kingdom?  (We require proof of entitlement at Interview stage)  Educational certificates must be provided at interview for verification. | | **Y / N** (if N, please explain) | |
| Do you have a full driving licence? | | **Yes No** | |
| Please state categories (i.e.: 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 discrimination act 1995 | | | |
| CODA (Operations) Ltd welcomes all legislation designed to protect the rights of people. The Disability Discrimination Act defines a person as having a disability if he or she “has 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.” | | | |
| Wherever possible and reasonable we will make amendments and offer alternatives to help a person with a disability through the application and selection process.  If you consider yourself to have a disability or require assistance at any stage of the selection process please contact the Human Resources Department on 028 71810784 extn 307 | | | |
| EMPLOYMENT & EDUCATIONAL REEFERENCES | | | |

We are required to obtain employment/educational references for all staff for the previous five years and your authorisation is required to enable us to approach former employers, educational establishments, government agencies and personal referees for verification of the information. If you are successful at interview stage, reference checks will be required and another form will be sent to you requesting this information prior to commencement of employment.

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| data protection act 1998 and rehabilitation of offenders act 1974 |

Information held by City of Derry Airport complies with and is stored in accordance with the Data Protection Act 1998. If your application is successful, the information you have provided in the ‘personal details’ section will be used for payroll purposes and may be disclosed to the Inland Revenue. It will be disclosed to internal departments for security and administration purposes.

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 indicate this below. Please note that all job offers are subject to a check by the Criminal Records Bureau. Security personnel will be subject to a more rigorous Counter Terrorism Check.

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| 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:**   |  |  |  | | --- | --- | --- | | Conviction for | Sentence | Date | |  | | | | | | |
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| EQUAL TREATMENT AND DIVERSITY | | |
| CODA (Operations) Ltd believes in valuing diversity. We welcome and encourage applications regardless of age, gender, sexual orientation, race, religion, belief or disability. Equal opportunities will be afforded to all job applicants in all stages of the recruitment process and appointments based solely on merit. | | |
| **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:** |
| Please return this form by email to: [liz.hughes@cityofderryairport.com](mailto:liz.hughes@cityofderryairport.com)  or by post to:  The Human Resources Department  City of Derry Airport  Airport Road  Eglinton  BT47 3GY  **Closing date: 5.00 p.m. on Friday, 12th June 2015**  **Late application forms will not be accepted.** | | |