



**CODA (OPERATIONS) LTD**  
**APPLICATION FOR EMPLOYMENT**

**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: **MECoD0720**

**12-mth contract**

Job Title:

If you have previously applied for any position, please give the job title:

How did you find out about this position?

Friend Newspaper Internet Other  
(Please Circle)

If 'other', please give details:

Title: \_\_\_\_\_

First name(s): \_\_\_\_\_

Surname: \_\_\_\_\_

Home Tel No: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ N I No. \_\_\_\_\_

Postcode: \_\_\_\_\_

**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:

Please give details and an explanation of any gaps in your employment history:

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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)

Y / N (if N, please explain)

Educational certificates must be provided at interview for verification.

Do you have a full driving licence?

Yes

No

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:

**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.

## 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 General Data Protection Act (GDPR) Privacy Policy is attached.

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.

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

## 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:**

***Completed application forms should be returned to the:***

***HR department:  
CODA (Operations) Ltd, Airport Road, Eglinton, Derry, Co. Londonderry, BT47 3GY***

***Or by Email to***

***Liz.Hughes@cityofderryairport.com***

***By 4.00pm on Thursday 30<sup>th</sup> July 2020  
Late applications will not be accepted***

City of Derry Airport is an Equal Opportunity Employer

### **Job Applicant Privacy Notice**

CoDA (operations) Ltd collects a range of information about you during our recruitment process, including:

- Your name and contact details.
- Your qualifications, experience, skills, and employment history.
- Whether you have the right to work in the UK.
- Your current salary and benefits.
- Whether you have a disability for which we need to make reasonable adjustments during our recruitment procedure.

We will collect this information from your CV and covering letter, exam certificates, passport or other identity documents and interviews. We will then store the information on our internal IT systems and also, in paper form in our HR department. We may share the information internally for recruitment purposes with our directors, HR and IT teams and the recruitment team.

We may also obtain information from, and share your information with, former employers to obtain references [vetting providers to carry out background checks and the Disclosure and Barring Service to obtain necessary criminal records checks]. We will not share your data with any other third parties or transfer it outside the European Economic Area.

[If your application is unsuccessful, we may keep your information on file in case we have any future job opportunities for you. We will ask for your consent to do this and you are free to withhold this consent or withdraw it at any time.]

### **Why We Handle Your Personal Data**

We need to process various types of information about you to:

- Take the necessary steps before entering into a contract with you.
- Comply with our legal obligations, such as checking your right to work in the UK before employment starts.
- Fulfil our legitimate business interests, including being able to manage the recruitment process, assess your suitability for the role and decide whether to employ you.

We also need to retain your data to defend ourselves against any legal claims. We also need to process some 'special categories' of data. These include information necessary for equal opportunities monitoring and information about any disabilities, so we can make any reasonable adjustments to the recruitment process [as well as information about any criminal convictions]. This is necessary for us to perform our obligations and exercise specific rights related to employment.

### **Data Retention and Protection**

If your application for employment is unsuccessful, we will keep your data on file for 6 months. If your application is successful, we will issue you with a new privacy notice setting out how long we will keep your personal information. We have strict policies and controls in place to prevent the loss, accidental destruction, misuse, or disclosure of your data.

### **Your Rights and Obligations Under data protection laws, you have the right to:**

Obtain a copy of your data if you wish.

- Ask us to amend incorrect or out-of-date data.
- Ask us to erase or stop processing your data if it is no longer necessary for us to hold it for its original purpose.
- Object to us processing your data where we are relying on our legitimate interests as the legal basis for processing.
- Complain to the Information Commissioner's Office if you believe that we have breached your data protection rights.

You are not obliged to provide any data to the organisation during the recruitment process. However, if you do not, we will not be able to process your application properly, if at all.

### **Contact Information**

CoDA (Operations) Ltd, Airport Road, Eglinton, Derry, co. Londonderry, Northern Ireland, BT47 3GY