Regional&CityAirports

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:

Full or Part Time:
(Please indicate)

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: _____

_____

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:

_____

_____

_____

_____

_____

(N.B. We retain the right to seek references from all previous employers)

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:

*(*Proof of qualifications may be required)*

2. Other relevant training or work related skills
(e.g. short courses, first aid, languages, computer skills, work-based NVQ etc.)

Are you undertaking any course or study at present?
If so give details:

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)

PROFESSIONAL MEMBERSHIP

Name of professional body:	Grade of membership and whether by examination:	Date:

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)

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 or have a disability. Please do so below:

Are you able to attend work at short notice? **Yes** **No**

Are you able to attend work at any time of the day and evening? **Yes** **No**

Are you related to a member of RCA staff? **Yes** **No**

If Yes, please name the employee and relationship:
(Failure to disclose this information may disqualify you from the post.)

REFERENCES / MEDICAL ASSESSMENT

We are 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.

Any offer of employment is made subject to a satisfactory medical assessment. Successful candidates will be required to complete a medical history questionnaire after a position has been offered.

DISABILITY DISCRIMINATION ACT 1995

RCA welcomes all legislation designed to protect the rights of people. The Equalities 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 or provide details below:

_____

_____

DATA PROTECTION ACT 1998 AND REHABILITATION OF OFFENDERS ACT 1974

Information held by RCA 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.

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

RCA 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 now complete the Equal Opportunities monitoring form which will be detached from your application on receipt.

AUTHORISATION & ACKNOWLEDGEMENT

I hereby authorise RCA to obtain references and verification of the information that I have supplied from former employers, educational establishments, government agencies and personal referees.

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 to:

The Human Resources Department,
RCA
Exeter International Airport,
Exeter,
Devon.
EX5 2BD
United Kingdom
T: +44 (0)1392 354902 F: +44 (0)1392 364593

Regional&CityAirports

EQUAL OPPORTUNITIES 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.

First Name	
Surname	
Email Address	
Gender	
Date of Birth	
National Insurance Number	
Marital Status: (Please circle)	Single Separated Other Married Divorced Widowed
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

☐ Indian

☐ Pakistani

☐ Bangladeshi

☐ Other (Please Specify)

Mixed

☐ White and Black Caribbean

☐ White and Black African

☐ White and Asian background

☐ Other (Please Specify)

Black or Black British

☐ Caribbean

☐ African

☐ Other (Please Specify)

White

☐ British

☐ Irish

☐ Scottish

☐ Other (Please Specify)

☐ Other (Please Specify)

☐ Not Know

☐ Information refused

Signature…… **Date**……