

APPLICATION FORM

Please complete this form in **black ink or typescript**, so that, if necessary, it can be photocopied clearly.

APPLICATION FOR POST OF	Surname	
	Ref. No.	Initials

PRESENT POSITION

Please give details of your **CURRENT** position and complete section A or B as appropriate.

A: If in employment				
Employer	Name and address of establishment			Dept/Section
	Full/Part Time	Scale/Grade	Salary	Date appointed
	Period of notice required			
Main duties and responsibilities				
B If not in paid employment, please give a brief outline of your current situation/occupation				

PREVIOUS EXPERIENCE

Please complete in chronological order (i.e. your earliest job first)

Employment				
Employer/ Establishment	Post Title & main duties/responsibilities	Salary/Wage Scale/Grade	Full/Part Time	From/To (month/year)

QUALIFICATIONS AND EDUCATION

Please give details of all nationally recognised qualifications

Year of qual.	Qualification	Subjects	Grade/ Level	If gained in Further/Higher Education		
				School/College /University	Full/Part Time	From/To (mth/yr)

OTHER TRAINING

Please give details of training you have undertaken			
Training/Course title	Organising body	Duration	Mth/Yr completed

ADDITIONAL INFORMATION

Please give your reasons for making this application relating your qualifications, experience and personal attributes to the person specification. You may also wish to relate your own leisure and spare time interests. If necessary, please continue on a separate sheet and attach to this form.

PERSONAL DETAILS

Surname	Forenames
Preferred form of address	Mr/Mrs/Miss/Ms
Address	Tel. No. Home
	Work
	Mobile
	E-Mail address
Post Code	N.I. number

SICKNESS RECORD

If you have been absent from work due to sickness or hospitalisation in the last two years please state the number of days absent, and indicate reasons.

GUARANTEED INTERVIEW FOR DISABLED PEOPLE

If you are a disabled person who meets the essential requirements of the job you can be guaranteed an interview by completing this box.
Details of Disability:

Please let us know about any reasonable adjustments you require to help you in this job.

JOB SHARING

If the post for which you are applying is open to job sharing and if you wish to job share, i.e. share the hours of the post with another person, please tick the box
If so, what times would you prefer to work?

DRIVING LICENCE

Do you hold a currently valid car licence? Yes/No
Driving Licence Number

DECLARATION OF CRIMINAL CONVICTIONS

Please disclose here any convictions for criminal offences, which are not spent under the Rehabilitation of Offenders Act. You are advised to disclose any charges which are or may be pending.

REFEREES

Please give details of two referees, one of whom should be your present/most recent employer.

Current employer Previous employer
Personal character reference

Name
Position
Address

Tel. No.
Fax No.
E-Mail

May this referee be contacted without further authority from you? Yes/No

Current employer Previous employer
Personal character reference

Name
Position
Address

Tel. No.
Fax No.
E-Mail

May this referee be contacted without further authority from you? Yes/No

Are you allowed to work in the UK with out restrictions? Yes/No
If no, please comment.

An offer of employment requiring you to obtain a Restricted Zone Pass is subject to -:

1. You must apply for a basic disclosure certificate from the Criminal Review Bureau or any one acting on their behalf
2. You must provide us with a copy of the basic disclosure certificate.

Failure to meet the criteria for a Restricted Zone Pass will result in the job offer being rescinded and/or immediate termination of employment.

Equal Opportunity Policy

West Midlands International Airport is committed to bringing about equal opportunities in its employment, both for reasons of fairness and because we need to have high quality people working for us.

To the best of my knowledge the information given on this form is correct.
I understand that canvassing or giving false information will disqualify my application.

Signed: _____ Date: _____

Completed application forms can be returned to West Midlands International Airport, Coventry Airport South, Siskin Parkway West, Coventry. CV3 4PB, for the attention of the HR Section or by email at pharwood@coventryairport.co.uk.