



APPLICATION FORM

London Southend Airport

Please complete this application form as fully as you can

| | | | | | | | |
|--|-----------|-----|----|-----------|------|----|--|
| Position Applied For Please circle as appropriate | | | | | Ref: | | |
| | Full Time | Yes | No | Part Time | Yes | No | |

| | | | | | | | |
|--------------------|---------|--------|----------------|--------|-------|----------------------|--|
| Full Name | | | | | Title | (Mr / Mrs / Ms / Dr) | |
| | She/Her | He/Him | They/Them | Other: | | | |
| Preferred Pronouns | | | | | | | |
| | | | | | | | |
| Full Address | | | | | | Post Code | |
| | | | | | | | |
| Home Telephone: | | | E-mail Address | | | | |
| Work Telephone: | | | Mobile | | | | |

| | | |
|---|--|----------|
| Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? | | Yes / No |
| If yes, please give details | | |
| National Insurance Number | | |
| <i>Please note: All successful applicants will be required to provide documents confirming their right to work in the UK.</i> | | |

| | | | |
|---|----------|--|--|
| Do you hold a current UK driving licence? | Yes / No | Is it a full / provisional / LGV / PSV* licence? *Please specify | |
| Do you have any points on your licence? | Yes / No | If yes, please provide details | |

| | | | |
|--|--|--|--|
| Current Notice Period | | Do you have any holidays booked (give dates) | |
| Interview Restriction (e.g. dates you cannot attend) | | | |
| Please give details of any special arrangements required for interview | | | |

Education and Training
Please give details of your education (secondary school, college / university and any qualifications), and any relevant training or courses you have attended. If necessary, please continue on the back of this form.

| | | | |
|------------------|---------------------|--|---------------------|
| Secondary School | | | |
| Examinations | Subjects and Grades | | Subjects and Grades |
| | | | |
| | | | |
| | | | |
| | | | |

| | | | |
|----------------------|---------------------|--|---------------------|
| College / University | | | |
| Examinations | Subjects and Grades | | Subjects and Grades |
| | | | |
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Please give details of any other educational, technical, or professional qualifications. Or any other relevant qualifications, training, or courses attended.

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APPLICATION FORM – EMPLOYMENT HISTORY

Employment History (and Reference Information)

Please give details of your employment history. Please give most **recent or current job first**. If necessary continue on the back of this form. In addition you will be required to provide information to cover any period where you were not employed over the last 5 years (please see reference section).

| | | | | |
|---|-------------|-----------------------|-------------------------|--|
| Dates of Employment | From | To | Company | |
| Job Title | | | | |
| Company Address | | | | |
| | | | Post Code | |
| Name of Contact at Company | | | Telephone Number | |
| Responsibilities / Job Role | | | | |
| | | | | |
| | | | | |
| Reason for leaving | | | | |
| Salary on leaving | | Other benefits | | |
| If current employer, can references be applied for before an offer of employment is accepted by you? | | | Yes / No | |

| | | | | |
|------------------------------------|-------------|--------------------------|-------------------------|--|
| Dates of Employment | From | To | Company | |
| Job Title | | | | |
| Company Address | | | | |
| | | | Post Code | |
| Name of Contact at Company | | | Telephone Number | |
| Responsibilities / Job Role | | | | |
| | | | | |
| | | | | |
| Reason for leaving | | Salary on leaving | | |

| | | | | |
|------------------------------------|-------------|--------------------------|-------------------------|--|
| Dates of Employment | From | To | Company | |
| Job Title | | | | |
| Company Address | | | | |
| | | | Post Code | |
| Name of Contact at Company | | | Telephone Number | |
| Responsibilities / Job Role | | | | |
| | | | | |
| | | | | |
| Reason for leaving | | Salary on leaving | | |

APPLICATION FORM – EMPLOYMENT HISTORY

Employment History continued

| | | | | |
|-----------------------------|------|-------------------|------------------|--|
| Dates of Employment | From | To | Company | |
| Job Title | | | | |
| Company Address | | | | |
| | | | Post Code | |
| Name of Contact at Company | | | Telephone Number | |
| Responsibilities / Job Role | | | | |
| | | | | |
| | | | | |
| Reason for leaving | | Salary on leaving | | |

| | | | | |
|-----------------------------|------|-------------------|------------------|--|
| Dates of Employment | From | To | Company | |
| Job Title | | | | |
| Company Address | | | | |
| | | | Post Code | |
| Name of Contact at Company | | | Telephone Number | |
| Responsibilities / Job Role | | | | |
| | | | | |
| | | | | |
| Reason for leaving | | Salary on leaving | | |

Additional information

Please review the job description for the position you have applied for. This can be found on our website at www.london-southend-airport.com. Please give any further information, not previously covered, in support of your application. This may include skills and knowledge relevant for this position; why you have applied for the position, interests, personal attributes, or ambitions. Continue on a separate sheet if necessary.

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APPLICATION FORM – REFERENCING**Please read this section carefully**

All applicants are required to provide employment references covering the last FIVE years or account for any gaps in employment during the last FIVE years. London Southend Airport Co Ltd reserve the right to follow up references with any of the organisations detailed on the employment history section of this application form (and referees provided below).

If there are any gaps in your employment (e.g. a period of unemployment, self-employment, an extended holiday, college, or school), you will need to provide additional references / information below.

Acceptable references will include **for a period of self-employment**; a reference from a solicitor, accountant, or inland revenue; **for a period at college or school**; a reference from the school or college; **for periods of no employment**; a personal reference from a professional (bank official, doctor, solicitor, accountant) or a reference from the benefits agency.

The details you provide below, together with your employment history must cover the last five years.

Please continue on a separate sheet if you need to provide further referees to cover periods of non-employment.

Reference 1**For which period does this reference cover? Please give dates from and to****Referee Name****Job Title or Position****Address****Post Code****e-mail address****Telephone
Number****In what capacity are
they providing this
reference**

(e.g. professional, inland revenue, accountant, benefits agency, college, school)

Reference 2**For which period does this reference cover? Please give dates from and to****Referee Name****Job Title or Position****Address****Post Code****e-mail address****Telephone
Number****In what capacity are
they providing this
reference**

(e.g. professional, inland revenue, accountant, benefits agency, college, school)

Reference 3**For which period does this reference cover? Please give dates from and to****Referee Name****Job Title or Position****Address****Post Code****e-mail address****Telephone
Number****In what capacity are
they providing this
reference**

(e.g. professional, inland revenue, accountant, benefits agency, college, school)

Other Information about references

All applicants will be required to provide a DBS certificate, dated within the last 10 weeks. You will be required to apply and provide this yourself and to pay for the reference (the current cost is £23.00).

Please confirm that you are prepared to apply for and supply a DBS and understand that you will be required to pay for this?

Yes**No**

If you have a maiden name or if you have ever had a different surname, please provide details:

If you have ever had a different surname, when did you change your surname?

| APPLICATION FORM | | | |
|--|-----|--------------|----|
| <u>Criminal Offences</u> | | | |
| Have you ever been convicted of any criminal offences, which are not deemed spent under the terms of the Rehabilitation of Offenders Act 1974? | Yes | | No |
| If yes, please give details | | | |
| <u>About your application</u> | | | |
| Do you know anyone who works for the Company? | Yes | | No |
| If yes please confirm who and relationship. | | | |
| Have you applied to work for the Company before? | Yes | | No |
| If yes please give details (when and position applied for) | | | |
| Have you worked for London Southend Airport Co Ltd before | Yes | | No |
| If yes please give details. | | | |
| <u>General</u> | | | |
| Are there any matters or situations that may affect your application or ability to perform the job role that the Company should be made aware of? This may include restrictions on working, physical fitness, previous commitments. | Yes | | No |
| If yes please give details | | | |
| | | | |
| | | | |
| How did you hear about this vacancy? | | | |
| | | | |
| <u>Evidence of qualifications</u> | | | |
| Offers of appointment are made on the basis of information provided in your written application and at interview. If offered a position, you will be asked to provide evidence of any qualifications that may be relevant and detailed in your application. If you are unable to provide satisfactory evidence the offer of employment may be withdrawn. | | | |
| DATA PROTECTION STATEMENT | | | |
| The information that you provide on this form and obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us. We may also use the information if there is a complaint relevant to this recruitment process. | | | |
| We may check the information collected with third parties or with other information held by us. We may also use or pass to certain third parties' information to prevent or detect crime, to protect public funds, or in other ways as permitted by law. By signing the application form you consent to the processing of personal data. | | | |
| <u>Undertaking</u> | | | |
| I confirm that the entries that I have made on this application form are, to the best of my knowledge and belief, true. I understand that, should I have deliberately made a false statement or any misrepresentation of the facts on this form, any job offer could be withdrawn, disciplinary proceedings may apply or where appropriate, criminal charges. | | | |
| In the case of persons to be deployed on an aviation security function or activity, a declaration of acceptance that the CAA or its agents, will carry out a CTC and that deployment on such activities is conditional on a satisfactory result of such a check. | | | |
| I authorise the Company to process and store all information contained on this application form for the purpose of recruitment and as outlined above. I authorise the Company to obtain references to support this application and release the Company and referees from any liability caused by giving and receiving information. | | | |
| I authorise the Company to request and process an Access Pass Holder Information Distribution System (APHIDS) check on my details provided as per the CAA requirements for an Airport ID Pass. | | | |
| Signature: | | Name: | |
| | | Date: | |

Thank you for your application and for your interest in London Southend Airport Co Ltd

We will respond to your application as soon as possible.