**JOB APPLICATION FORM**

Cornwall Airport Limited is committed to equality & diversity of opportunity in employment. We positively welcome your application irrespective of your gender, disability, race, colour, ethnic or national origin, nationality, sexuality, marital status, age, religious or political beliefs.

# VACANCY DETAILS

Job Title: Closing Date for Applications:

Section: Interviews:

# PERSONAL DETAILS

Surname: First Names:

Title:

National Insurance Number:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |

Home Address:

Post Code:

Home Telephone No: Mobile Telephone No:

Email Address:

# 3. ARRANGEMENTS FOR INTERVIEW

If you require any particular arrangements in order to attend and participate fully in an interview please give details.

# PRESENT OR MOST RECENT EMPLOYMENT

Job Title: Salary:

Date started: Notice Required:

Date left (it applicable):

Reason(s) for Leaving (if applicable):

Employer's name: Telephone number:

Address:

Postcode:

Main Duties and Responsibilities:

# PREVIOUS EMPLOYMENT

Have you previously worked at Cornwall Airport Newquay? Yes  No 

Please include below details of all previous employment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and Full Address of Employer | Job Title and Main Responsibilities | Dates  From To | | Reasons(s) for Leaving |
|  |  |  |  |  |

# SECONDARY, FURTHER AND HIGHER EDUCATION

|  |  |  |  |
| --- | --- | --- | --- |
| Name and location of school, college or university | Dates | | Examinations Taken (include date, level and grade) |
|  | From | To |  |

**7. SUPPORTING STATEMENT & WHY YOU HAVE CHOSEN TO APPLY TO OUR ORGANISATION**

Please use this section to provide further information in support of your application. It is essential when completing the statement that you address all the points listed in the person specification to show how your experience is relevant to the post, using examples to illustrate this. Each point on the specification can be used as a heading in your statement. Additional sheets of paper may be attached to your application if required.

# 8. ADDITIONAL INFORMATION

|  |  |  |  |
| --- | --- | --- | --- |
|  | |  | |
| a. | Do you hold a full current driving licence? | Yes | No |
| b. | Do you have the use of a car? | Yes | No |
|  | |  | |
| c. | Are you related to any Company employee or to the partner of such a person? | Yes | No |

Name:

Section: *(If applicable)*

Position: Relationship:

# DATA PROTECTION

All information contained in this form will be treated strictly in accordance with the Company’s Data Protection Policy.

# DECLARATION

I declare that to the best of my knowledge, the information given in this application is complete and that it may be used for purposes registered by the Company under the Data Protection Act 1998. I understand that if, after appointment, any information is found to be inaccurate this may lead to dismissal without notice.

Signature Date

**Please return this form to:** Administration Dept, Cornwall Airport Ltd, Newquay Airport, St Mawgan, Cornwall TR8 4RQ