

**APPLICATION FOR EMPLOYMENT – PRIVATE AND CONFIDENTIAL**

**Application for Position of:** Emergency Planner

**Salary:** £30,000 per annumpro rataplus generous on call allowance

**Contract:** 1 Year contract – Option to extend, 24 Hours a week

**Application Closing Date**: 9am Wednesday 11th April 2018. Applications submitted after

9am deadline will not be accepted.

**Interview Date:** Monday 23rd April 2018

***Please return your completed application by email to: ben\_middleton\_supplier@heathrow.com***

***You will be asked to sign your application at interview if you are short listed****.*

**PERSONAL DETAILS**

**Family name**: ---------------------------------**Forename/s**: ---------------------------------------

**Preferred Title**: Ms/Mrs/Miss/Mr/Other --------------------

**Address**: --------------------------------------------------------------------------------------------------

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----------------------------------------------------------------------- **Post code**: -----------------------

**Telephone Contact**:

1 ----------------------------------------- 2 --------------------------------

**Email Contact:**

**National Insurance Number**: -------------------------------

**Are you a British National? YES/NO**

**Do you require a work permit to work in the UK? (Delete as applicable) YES / NO**

**EDUCATION AND TRAINING** (use a second page if required)

|  |  |  |
| --- | --- | --- |
| Name of Secondary School/College/University | Dates (mm/yy)  From To | Subjects Studied  Qualifications gained |
|  |  |  |

Membership of professional bodies if any:

**EMPLOYMENT HISTORY** (use a second page if required)

|  |  |  |
| --- | --- | --- |
| Dates (mm/yy)  From To | Position Held  Employers Name  Address | Brief outline of role/responsibilities  key achievements and reason for leaving. |
|  |  |  |

**SUPPORTING STATEMENT 1**

1. What attracted you to the position?
2. What would you be able to bring to the role?
3. Tell us of your knowledge, skills and experience which would make you suitable for the role of an Emergency Planner.

*Please use additional pages if necessary.*

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**SUPPORTING STATEMENT 2**

1. Please demonstrate how you meet the skills & experience listed on the person spec

*Please use additional pages if necessary*

|  |
| --- |
|  |

**BACKGROUND INFORMATION**

Do you undertake any public duties/volunteering? YES/NO

If YES, please give details

Do you have any life experience relevant to this role? Please comment

**INTERESTS**

Please state briefly any additional interests

**ADDITIONAL INFORMATION**

What period of notice do you need to give to your current employer?

Do you have any disability/ies you need/wish to tell us about?

**MEDICAL**

How many days of absence have you had in the last year due to illness?

**CONVICTIONS**

Please disclose any cautions, convictions or bindovers

*NB: This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974*

*An extract from our policy is included in your application pack and we will require an enhanced CRB check*

**REFERENCES**

Please give details of two personnel/human resources departments/persons from whom references can be requested. One of these **must** be your present/most recent employer.

|  |  |
| --- | --- |
| **First Referee**  Job Title    Name    Address  Relationship to you  Telephone number  Email | **Second Referee**  Job Title    Name    Address  Relationship to you  Telephone number  Email |

***NB: Any false statement can lead to rejection of the application or if employed, dismissal***

***You will be asked to sign your completed application form at commencement of interview***

Please complete and return this form by email to:

ben\_middleton\_supplier@heathrow.com