

Date received: _____

Candidate No.: _____



Please return completed application form to:
Human Resources Department,
Norbar Torque Tools Ltd, Beaumont Road,
Banbury, Oxfordshire OX16 1XJ
Tel: +44 (0) 1295 270333
Fax: +44 (0) 1295 753643
E-mail: recruit@norbar.com
www.norbar.com



PRIVATE & CONFIDENTIAL

Data Protection Act: Information from this form will be processed in accordance with the Data Protection Act 1998. In signing it you agree to this data being held and processed and if appointed to the job you also agree to further personal information, including sensitive data (e.g. bank and medical details, etc.) being held and processed for legal, personnel, administrative and management purposes and, in this case of sensitive data relating to criminal proceedings in which you have been involved, for insurance purposes and in order to comply with legal requirements and obligations to third parties all in accordance with the Act.

APPLICATION FOR EMPLOYMENT

Please complete this form clearly and accurately

Position applied for: _____

EDUCATION, QUALIFICATIONS AND TRAINING

Please tell us, beginning with the most recent, details of your education, qualifications and training.

Table with 3 columns: Name and address of school, college or training provider; Qualification(s) obtained; Grade attained. Multiple rows for data entry.

National Insurance No. _____



EMPLOYMENT

Please list below present and past employment, beginning with your most recent. If you need to tell us more, please use a separate sheet.

Name and address of employer:

| From (inc. month/year) | To (inc. month/year) | Salary (£ per annum) | Job title |
|------------------------|----------------------|----------------------|-----------|
| | | | |

Describe the work you did:

Reason for leaving:

Name and address of employer:

| From (inc. month/year) | To (inc. month/year) | Salary (£ per annum) | Job title |
|------------------------|----------------------|----------------------|-----------|
| | | | |

Describe the work you did:

Reason for leaving:

Name and address of employer:

| From (inc. month/year) | To (inc. month/year) | Salary (£ per annum) | Job title |
|------------------------|----------------------|----------------------|-----------|
| | | | |

Describe the work you did:

Reason for leaving:

EMPLOYMENT CONT.

Name and address of employer:

| From (inc. month/year) | To (inc. month/year) | Salary (£ per annum) | Job title |
|------------------------|----------------------|----------------------|-----------|
| | | | |

Describe the work you did:

Reason for leaving:

If you are offered employment you will be expected to complete a medical questionnaire which may lead you to be examined by the Company Doctor. Do you agree to this? Yes No

If offered employment, I agree for Norbar to contact my referees for a reference which will include a question regarding the number of days/occasions of absence in the last two years.

Signed: _____

REHABILITATION OF OFFENDERS ACT 1974

Please give details of any unspent criminal convictions that you may have:

If you require further clarification please contact the Human Resources Department.

IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

Please note: all candidates who are invited for interview will be asked to provide documentary proof of entitlement to work in the UK (i.e. birth certificate or valid passport showing EEA citizenship or entitlement to work in the UK, National Insurance Card, P45 or P60 or Home Office evidence showing the right to work in the UK).

WORKING TIME REGULATIONS 1998

We need to know whether you are now, or are likely in the future, to work more than 48 hours per week. If you have or plan to have another job, please give details below.

REFERENCES

Please provide us with the names and addresses of two professional referees. One of these must be your current employer. Please note your referees **cannot** be friends or members of your family. We will only contact these people if a job offer has been made and accepted.

Name:

Address:

Relationship of referee:

Tel.

Name:

Address:

Relationship of referee:

Tel.

PERSONAL DETAILS

Title: _____

Forename: _____

Surname: _____

Address: _____

_____ Postcode: _____

Home telephone: _____ Mobile telephone: _____

Work telephone: _____ Can we contact you at work? Yes No

SENSITIVE DATA

In accordance with the Data Protection Act 1998 the processing of the following information will be prohibited unless your explicit consent is given.

If you consent to our processing the following information for the purposes of equal opportunities monitoring please sign below.

Signature _____ Date _____

EQUAL OPPORTUNITIES MONITORING

To help us monitor our equal opportunities policy, please complete this section. The information you provide us with is strictly confidential and will be removed before the application is considered for shortlisting. In accordance with our policy, your details will only be held for a period of 12 months and then destroyed.

The information provided will be separated from the rest of application and will play no part in the recruitment process or in any decision affecting you. It will not be placed in our personnel file.

You are not obliged to answer any of the questions in this section.

Name: _____

Position applied for: _____

Male Female

Nationality: _____

Date of birth: _____

ETHNIC ORIGIN

I would describe my ethnic origin as (please tick only one)

White Mixed Asian or Asian British Black or Black British Chinese or other ethnic group

DISABILITY

The Equality Act 2010 defines a disability as 'a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities'. An effect is long-term if it has lasted or is likely to last more than 12 months.

Do you consider that you have or have had a disability under the Equality Act? Yes No

SUPPORTING YOUR APPLICATION

Please tell us why you want this job:

Please describe how your experience, achievements and abilities will help you do this job:

What interests and activities do you have outside work:

DECLARATION

I declare that the information given in this form and in any accompanying documentation is true to the best of my knowledge and belief and give my permission for enquiries to be made to confirm qualifications, experience, dates of employment, right to work in the UK and for the release by other people or organisations of necessary information to verify the content. I understand my application may be rejected and/or I may be dismissed following appointment if I have given any false or misleading information or have withheld any relevant details.

Signature _____ Date _____