



Please return completed application form to:
Human Resources Department,
Norbar Torque Tools Ltd, Wildmere Road,
Banbury, Oxfordshire OX16 3JU
Tel: +44 (0) 1295 270333
E-mail: recruit@norbar.com
www.norbar.com

Data Protection:

We will process the personal information that you provide to us in the course of your application in accordance with data protection laws. We will process this information only for the purpose of assessing your suitability for the job you have applied for or for similar jobs that we may have available. If you are successful in your application, your personal data will be retained and processed in accordance with our employee information notice. If you are unsuccessful, your information will be destroyed after 8 months.



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.

Name and address of school, college or training provider	Qualification(s) obtained	Grade attained

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

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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:

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.

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.

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.

Please note: all job offers are made subject to the receipt of reference satisfactory to the company and medical clearance.

Signature _____ Date _____

PERSONAL DATA

The information provided in this section will be removed from your application prior to it being passed to the appointing manager for shortlisting.

Title: _____

Forename: _____

Surname: _____

Address: _____

Email: _____ Postcode: _____

Home telephone: _____ Mobile telephone: _____

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

SENSITIVE DATA

In accordance with the Data Protection 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 8 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

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: _____

Email: _____

Tel: _____

Relationship of referee: _____

Name: _____

Address: _____

Email: _____

Tel: _____

Relationship of referee: _____