



Please return completed applications 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](mailto:recruit@norbar.com)  
Website: [www.norbar.com](http://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 in accordance with the Act.



# APPLICATION FOR EMPLOYMENT

(Please complete this form clearly and accurately)

Position applied for: \_\_\_\_\_

## PERSONAL DETAILS

Title: \_\_\_\_\_

Forename: \_\_\_\_\_

Surname: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Home telephone: \_\_\_\_\_

Mobile telephone: \_\_\_\_\_

Work telephone: \_\_\_\_\_

Can we contact you at work?  Yes  No

E-mail: \_\_\_\_\_





**Name and address of employer:**

From (inc. month/year)	To (inc. month/year)	Salary (£ per annum)	Job Title

Describe the work you did:

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Reason for leaving:

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Reason for leaving:

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## **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.

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## **REFERENCES**

Please provide us with the names and addresses of 2 professional referees. One of these must be your current employer. Please note that 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 to referee: \_\_\_\_\_

Telephone number: \_\_\_\_\_

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Relationship to referee: \_\_\_\_\_

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## SENSITIVE DATA

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

If you are willing to provide the following information as 'sensitive data' 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.

Name:

Position applied for:

Male  Female

Nationality:

Date of birth:

## ETHNIC ORIGIN

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

White European	Black African Caribbean	Black Other (please specify)
Other Asian	Black Asian/ South East Asian	White Other (please specify)
Bangladeshi	Pakistani	Other (please specify)
Chinese	Indian	Mixed

## DISABILITY

The Disability Discrimination Act of 1995 made it unlawful for employers to discriminate against their employees who are disabled and places a duty on the employer to make reasonable adjustments to enable the employee to undertake the work. The definition in the Act is "People with disabilities are individuals who have, or have had, a physical or mental impairment which has a substantial and long term effect on his or her ability to carry out normal day to day activities.

Do you consider yourself to have a disability?  Yes  No

Describe any disabilities and;

a) any reasonable adjustments which you feel should be made to the recruitment process to assist in your application for the job

b) any reasonable adjustments which you feel could be made to the job itself which would enable you to carry it out

# HEALTH

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The Health and Safety at Work Act 1974 imposes a duty on Norbar to ensure, so far as is reasonably practical, the health, safety and welfare at work of all employees.

Are you in good health?  Yes  No

Do you suffer from any medical condition, or is there anything else in your history or circumstances which we should be aware of in relation to the job you have applied for or may affect our decision to offer you employment?

Yes  No

If yes, please give details.

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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 you are offered employment your referees will be contacted for a reference which will include a question regarding the number of days/occasions of absence in the last two years. Do you agree to this?  Yes  No

# REHABILITATION OF OFFENDERS ACT 1974

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

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

# IMMIGRATION, ASYLUM & NATIONALITY ACT 2006

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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)

# DECLARATION

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**I declare the sensitive data given is to the best of my knowledge and belief, true and complete. I understand that if I have made any false or misleading statements or withheld information, this could lead to my application being disqualified or if employed could lead to dismissal.**

Signature

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Date

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# HUMAN RESOURCES USE ONLY

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Name:

Ref:

Date:

