

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 which is available here. 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





### **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	d:		
Reason for leaving:			
Name and address of er	mployer:		

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	d:		
Reason for leaving:			
Name and address of er	mployer:		
From (inc. month/year)	To (inc. month/year)	Salary (£ per annum)	Job title
Describe the work you did	d:	· · · · · ·	
Reason for leaving:			
SUPPORTING			

Please tell us why you want this job:

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

Vhat interests and activities do you have outside work:
what interests and detivities do you have outside work.

# **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.

### 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\_\_\_\_\_

# PERSONAL DATA

passed to the appointing manager fo	or shortlisting.
Title:	
Forename:	
Surname:	
Address:	
Email:	Postcode:
Home telephone:	Mobile telephone:
Work telephone:	Can we contact you at work? . Yes . No

The information provided in this section will be removed from your application prior to it being