



NORTON WAY GROUP – Application form

Private and Confidential

Please complete all sections of this form in full and either email to hr&payroll@nortonway.com or send FAO: Human resources to Norton Way North, Letchworth Garden City, Hertfordshire, SG6 1BL.

Failure to complete all sections of the form could prevent your application from being processed. Should you have any questions or have any difficulty in completing this form please do not hesitate to contact our human resources team on 01462 678191.

All information received will be treated in the strictest confidence. Any falsification or omission may lead to withdrawal of any offer of employment or dismissal if already employed.

Position applied for:

Salary expectations:

Where did you see the vacancy advertised:

Personal Details

Full name: (at birth unless formally changed)		Title	
Home address:			
		Post code:	
Contact numbers:			
Home:	Mobile:	Work:	
What is your preferred contact number:			
Email address:			
NI number:			
Do you hold a current driving licence? Types:			
Do you have any endorsements?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please give details/dates:			

Education – please give details of your qualifications including the institutions where you studied.

Date	Details

Professional training/memberships – please include the levels attained (you will be required to provide at interview stage copies of any training/memberships that relate to the position for which you are applying).

Date	Details

Employment history – please give details of previous employment including a brief summary of your job role.

Job title	Start/leave dates	Company details	Summary of job role and responsibilities

Employment references – please provide details of your referees, these must be previous employers unless this is not applicable.

Current /Previous employer – Company name:

Name: _____ Position held: _____

Address: _____ Post code: _____

Telephone number: _____

Email address: _____

May we contact prior to interview? Yes No

Previous employer – Company name:

Name: _____ Position held: _____

Address: _____ Post code: _____

Telephone number: _____

Email address: _____

May we contact prior to interview? Yes No

Additional information – please provide any additional information that will support your application including why you are suitable/applying for the role eg. skills, experience and personal qualities.

Do you need a permit to work in the UK?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, do you have a work permit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Have you been convicted of any criminal offence that is not considered 'spent' under the Rehabilitation of Offenders Act 1974 or have any pending prosecutions? Yes No

If yes, please give details:

Are there any arrangements/adjustments that will be required should you be invited to interview? Yes No

If yes, please give details:

Please confirm if you are now, or have ever been registered to the FCA (financial conduct authority)?

Yes No

If yes, please give details:

I confirm that the information provided is true and accurate, and understand that the information provided will be stored and used for recruitment processes, subject to the conditions of the Data Protection Act 1998.

Name:

Date:



NORTON WAY GROUP – Equal opportunities form

Private and Confidential

Norton Way are committed to promoting equal opportunities, regardless of sex, age, religion, ethnic origin, disability, gender, sexual orientation, marital status or nationality. In order to monitor the effectiveness of our equal opportunities policy all applicants are asked to complete the sections below.

All information given is on a voluntary basis and will not be used for selection purposes. All information will be treated in the strictest confidence.

Full name

Sex

- Male Female

Marital Status

- Married Divorced/Separated Single
 Widowed Civil Partnership Co-habiting

What is your ethnic group?

- | | |
|--|--|
| <input type="checkbox"/> Bangladeshi | <input type="checkbox"/> White British |
| <input type="checkbox"/> Black African | <input type="checkbox"/> Asian other (please describe) |
| <input type="checkbox"/> Black Caribbean | <input type="checkbox"/> Black other (please describe) |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Mixed (please describe) |
| <input type="checkbox"/> Indian | <input type="checkbox"/> White other (please describe) |
| <input type="checkbox"/> Irish | <input type="checkbox"/> Other (please describe) |
| <input type="checkbox"/> Pakistani | |

What is your country of birth?

Please state your nationality as detailed on your passport?

Age Banding

- 16-21 22-29 30-39
 40-49 50-59 60+

Do you consider yourself to have a disability?

- Yes No



Driving Licence Check Consent Form

Due to the nature of our business, driving is an essential part of a vast number of our vacancies and therefore for some roles it is essential that you have a valid driving licence. As part of the recruitment process we will check the validity of a driving licence for any role where driving is considered essential.

I confirm that I give my permission for Norton Way Motor Group to check the validity of my driving licence and confirm the following information:

Driving Licence Number _____

National Insurance Number _____

Postcode on Licence. _____

Please sign to confirm your acceptance and understanding of the above.

Signed _____

Printed _____

Date _____

CONFIDENTIAL