



## 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](mailto: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 appointment.

Position applied for:

Salary expectations:

### Personal Details

Full name:	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.

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 skills, experience and personal qualities.

Do you need a permit to work in the UK?                      Yes                          No      
If yes, do you have a work permit?                      Yes                          No   

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 may 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 FSA (financial services 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

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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

### Gender

- Male       Female

### Marital Status

- Married       Divorced/Separated       Single  
 Widowed       Civil Partnership

### Ethnic Origin

- British       Irish       Indian  
 Pakistani       Bangladeshi       Caribbean  
 African       Chinese       Asian  
 Black other       White other       Other (please specify)

### Age Banding

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

### Do you consider yourself to have a disability?

- Yes       No