



**S.Norton & Co. Ltd.**  
Job application form Part 1

**Responsible Solutions**

Completed applications **must** be posted to the Return Address and **not** sent digitally. Digital files will **not** be accepted.

**Return Address:**  
S.Norton  
Bankfield House  
Bankfield Mill  
Regent Road  
Liverpool  
L20 8RQ

POSITION APPLIED FOR		
<b>Personal details</b>		
Title	First name(s)	Surname
Address		
County	Post code	
Home tel. no.	Mobile tel. no.	
<p><b>To enable us to comply with our legal obligations, you will be asked to provide written proof of your right to work in the United Kingdom before any job offer may be made to you. You will be given details of the original documents which are required at the appropriate time.</b></p>		
Are you free to work in the UK?    Yes/No    National insurance number		
How would you describe your health?		
Do you consider yourself to have a disability?    Yes/No		
If <b>Yes</b> , please give details and how we may assist you with any special needs to enable you to attend an interview or carry out duties for the position for which you are applying:		
Height		Weight
How many days have you been absent from work due to sickness in the last three years?		
Do you hold a clean current driving licence?    Yes/No		
Please give details of any motoring offences?		
Date	Details of offence	Number of points
Do you have a criminal record?    Yes/No		
Please give details of any criminal offences other than any spent convictions under the <b>Rehabilitation of Offenders Act 1974.</b>		
Date	Details of offence	Conviction received



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<b>Education and training</b>				
Education				
Name and address of school/college	Exam level	Subject	Grade	
Are you proficient in any other languages?		Yes/No		
Language	Level of proficiency			
Professional qualifications				
Name of professional organisations	Date admitted	Institute and grade membership		
Employment history – please give details of your previous employment, starting with your most recent employer?				
Dates (mm/yy) From – to	Name and address of employer	Nature of business and job title	Final salary	Duties, responsibilities and reasons for leaving





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<b>Referees</b>	
Please provide details of two referees who have known you at least 2 years and are not related to you in any way	
<b>Referee 1</b>	
Position held	
Address	
Contact telephone no.	
How long have you known this person?	
What relationship is this person to you?	
May we contact this person before we interview?	
<b>Referee 2</b>	
Position held	
Address	
Contact telephone no.	
How long have you known this person?	
What relationship is this person to you?	
May we contact this person before we interview?	
<b>General details</b>	
Salary expectations	
Period of notice required by current employer	
Is there anything else you wish to tell us which would support your application?	
<b>Declaration</b>	
<b>I certify that the information I have supplied in this application form is accurate and complete. I understand that this information may be checked as part of the application process. I acknowledge that the providing of false or misleading information in this form may render my application invalid, or if appointed, may result in my dismissal without notice.</b>	
Signed	Date

**For office use only**

Date application to be kept on record     /     /  
Application to be kept on record     Yes/No

Interview to be given?     Yes/No  
Interview performed by?



**S.Norton & Co. Ltd.**  
Job application form Part 2

**Responsible Solutions**

POSITION APPLIED FOR		
<b>Personal details</b>		
<b>This information is required so that we can monitor the implementation of our equal opportunities policy. It will enable us to complete statistical information about applicants in relation to gender, age, marital status, ethnic background and disability for the purposes of comparison with similar statistical information on those actually recruited. It will not be used for any other purpose and will not be looked at by those short-listing or interviewing candidates.</b>		
Name	Gender	Male/Female
Date of birth	Marital status	
Where did you see this job advertised?		
Do you have any disabilities?		
How would you describe your ethnic origin? Please indicate one of the following categories;		
<b>A</b>	<b>White</b>	
British	Irish	Any other White background – please specify
<b>B</b>	<b>Mixed</b>	
White and Black Caribbean	White and Black African	
White and Asian	Any other Mixed background – please specify	
<b>C</b>	<b>Asian or British Asian</b>	
Indian	Pakistani	Bangladeshi
Any other Asian background – please specify		
<b>D</b>	<b>Black or Black British</b>	
Caribbean	African	Any other Black background – please specify
<b>E</b>	<b>Chinese or other Ethnic Group</b>	
Chinese	Any other background – please specify	
I give my consent for the information contained in this form to be processed for monitoring purposes		
Signed	Date	