



Application Form

Please fill out the interactive form below. When complete, please **save a copy** of your form to the desktop, and send as an **email attachment** to the address found on page 7.

Post:

Post applied for:	Location:
Closing Date:	

Name:

Surname:	Forename(s):
Please state preferred title:	

Personal Details:

Address	Home Tel:	Mob Tel:
	Business Tel:	Fax:
	Can we contact you at work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Postcode	Email:	
National Insurance No:	Work Email:	

Name of next of Kin:	Relationship:
Home Tel:	Mob Tel:

Current / Last Employment:

Name and Address of employer:	Job Title:	Dates: from/to	Reason for leaving:
	Salary:	Notice required:	

Previous Employment:

Name and Business of employer	Job Title:	Salary:	Dates: from/to	Reason for leaving:

Educational Qualifications:

Secondary School / College / University:	Qualification and date obtained:

Professional / Vocational Qualifications:

Qualification	Date:	Membership of Professional Bodies:

Other relevant training course completed:

Organising body and title:	Date:	Brief description of course content and dates attended

Referees:

Please provide the names and addresses of two referees			
One referee should be your current or most recent employer or if you are a school or college leaver, a form teacher or tutor. Please note: References will be taken up for shortlisted candidates unless otherwise indicated			
Tel:	Fax:	Tel:	Fax:
Can we contact prior to interview	Yes <input type="checkbox"/> No <input type="checkbox"/>	Can we contact prior to interview	Yes <input type="checkbox"/> No <input type="checkbox"/>
Relationship:		Relationship:	

Supporting your Application:

Your application form plays an essential part in choosing the right person for a job. Please use the space below for any information that you feel will support your application.

Statement:

The nature of this post means that it is exempt from those provisions of the Rehabilitation of Offenders Act 1974 that allow convictions to be regarded as 'spent'. In certain circumstances we may need to carry out police checks.

Consequently, all applicants must state whether they have any convictions, cautions or bind-overs. Any information given will be treated in complete confidence.

Any failure to declare any convictions, cautions or bind-overs which subsequently come to light will lead to the withdrawal of any offer of employment, or to disciplinary action which may lead to dismissal.

I have read the statement about the Norse policy on convictions etc, and

- I have nothing to declare
- I have information to declare and have attached a sealed envelope containing details
- I have information to declare and have attached details in my covering email

Please tick whichever statement applies

If your application is unsuccessful, we will keep your details on file for up to six months, if you do not want us to keep your form on our records, please tick this box

Declaration:

I confirm that the information given in respect of this application is correct to the best of my knowledge and belief. I understand that false or misleading statements or omissions could place any subsequent employment in jeopardy.

Signed:

Date:

Driver Application

This section only needs to be completed if applying for a position which involves driving a company vehicle.

Driving Licence:

Driver Number:		
Groups / Categories:		
Valid from:	Valid to:	Date car driving test passed:
How regularly do you drive? <input type="checkbox"/> Every day <input type="checkbox"/> Once a week <input type="checkbox"/> Occasionally		

LGV / PCV Licence:

Groups / Categories:		
Category information codes (if any):		
Valid from:	Valid to:	Date driving test passed:

Endorsements / Convictions (including suspensions or bans)

Date of offence:	Endorsement code:	Fine / penalty points
Have you ever been banned from driving? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If so, when did it happen?	How long was the ban for?	
What were the offences committed that resulted in the ban?		

If you have been banned from driving during the last 4 or 11 years or have excessive points on your licence, Norse may not be able accept your application due to restrictions on our vehicle insurance policy.

Additional Qualifications / Experience

Have you had any experience or do you hold any qualifications in any of the areas listed below: Please give brief details.
Commercial vehicle types (including passenger carrying vehicles):

Fork Lift truck:

Hazardous goods (State if ADR licence current or expired and categories held):

Other (please specify):

Have you taken any form of advanced/defensive driver training: Yes No

If yes, please give details:

PCV / LGV Driver CPC – Do you hold a current Driver CPC Card:

Yes No

How many hours of accredited Driver CPC training have you received towards the 35 hours required to obtain your Driver CPC Card?

Do you hold a current GB Digital Tachograph Driver Card :

Yes No

If yes, please state expiry date:

Give details of any traffic accidents that you have been involved in during the last five years

Date of accident:	Details of accident:

If appropriate, you will be required to allow Norse Commercial Services (as a prospective employer) to access to your driving licence information from the DVLA either directly or via its authorised agency.

Declaration:

I confirm that the above driving details are correct.	Name:
Signed:	Date:

Please return to:

Email your form to: ncs.recruitment@ncsgrp.co.uk

or:

Post your form to:

HUMAN RESOURCES
NORSE COMMERCIAL SERVICES
280 FIFERS LANE
NORWICH
NR6 6EQ