

External Application Form

Job Application Form

Norbord is committed to the provision of equal opportunities in employment and accordingly wishes to ensure that no job applicant is treated less favourably on unjustifiable grounds.

Vacancy Title:

Please tell us how you heard about this vacancy:

1. Personal details

Last Name: First Name:

Address:

Postcode:

Home Telephone No. Daytime Contact No.

E-mail address:

National Insurance No.

Are you free to remain and take up employment in the UK? Yes No

You will be required to provide appropriate documentary evidence of this at interview. For examples of acceptable documents please see www.ukba.homeoffice.gov.uk

Driving Licence (if relevant to post applied for)

Do you hold a full, clean driving licence valid in the UK? Yes No

If no, please give details below

Health

Disability Discrimination Act 1995 and 2005

Norbord welcomes applications from people with disabilities. Whenever possible and reasonable we will make adjustments and offer alternatives to enable a person with a disability to access the application and interview process fairly.

Please indicate below if you need any special help or assistance should you be short listed for interview:

Convictions/ Disqualifications

Secondary School	Study Subject	Qualification and Grade	Date Obtained
College/University	Study Subject	Qualification and Grade	Date Obtained
Ongoing Professional Development	Study Dates	Qualification and Grade	Date Obtained

Upon offer of employment we reserve the right to request a Criminal Records Bureau Disclosure at Standard level and this disclosure will include details of cautions, reprimands or final warnings as well as convictions.

Please provide details below of any convictions which are not spent under the terms of the Rehabilitation of Offenders act 1974:

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2. Education/Qualifications
Training and Development

Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application.

Training Course	Course Details (including length of course/nature of training)

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Current Membership of any Professional Body/Organisation

Please give details:

3. Employment History
Previous Employment: Please include any previous experience (paid or unpaid), starting with the most recent first.

Current or most recent employer (Please use blank sheet to provide details of all other previous employment)

Name of Employer:

Address:

Postcode:

Position Held:

Start Date:

Leaving Date:

Reason for leaving:

 Salary on
leaving this post:

Notice Period

Brief description of duties:

Previous employer

Name of Employer:

Address:

Postcode:

Position Held:

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 Start Date:
 Leaving Date:

Reason for leaving:

 Salary on
 leaving this post:

Notice Period

Brief description of

Personal Relationships

Does your partner or any family member (including those related by blood or marriage or membership of the same household including spouses, civil partners, or persons with whom you have an intimate relationship), currently work for any Norbord company in the UK?

 Yes

 No

4. References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are.

Reference 1

Reference 2

Name: Job Title: Organisation: Address: Contact No: Email: How is this person known to you: Do you wish to be consulted before this referee is approached: Yes <input type="checkbox"/> No <input type="checkbox"/>	Name: Job Title: Organisation: Address: Contact No: Email: How is this person known to you: Do you wish to be consulted before this referee is approached: Yes <input type="checkbox"/> No <input type="checkbox"/>
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We reserve the right to contact any of your other previous employers within the last three years.

5. Declaration

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Statement to be Signed by the Applicant (Candidates selected for interview will normally be notified within four weeks of the closing date.)

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered:

I agree that Norbord Europe Ltd can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act 1998.

I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.

Signed:

Date:

Data Protection Action 1998

Norbord is registered under the Data Protection Act 1998 to hold some information about employees and applicants. This data is primarily for salaries, pension administration and statutory reporting purposes. Application forms from unsuccessful applicants will be kept on file for 6 months then destroyed.

Once complete return this form in a sealed envelope to: HR Department, Norbord Europe Ltd, Station Road, Cowie, FK7 7BQ

6. Availability

Holidays Booked:

Shifts preferred:
(please tick in order of preference)

Dayshift:

Shifts:

Minimum notice needed to work:

Do you have any regulations on hours you can work:

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