

APPLICATION FOR EMPLOYMENT

Please complete in **BLOCK CAPITALS**
INCOMPLETE FORMS WILL RESULT IN FAILURE TO
PROCESS YOUR APPLICATION.

Please return to:

Position applied for: _____

Location: _____

Personal details

Title: _____

First names: _____ National Insurance number: _____

Surname: _____ Daytime telephone number: _____

Home address: _____ Evening telephone number: _____

_____ Mobile telephone number: _____

_____ Current rate of pay/salary: _____

Postcode: _____ Notice required by current employer: _____

Employment history

Please use additional sheets if required

Name & address of employer (most recent first)	From	To	Job title/ Main responsibilities	Reason for leaving

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Education

Name & address of
school / college / university

Qualifications/courses taken and exams passed

Years taken / completion date

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Skills

In support of your application for employment, what skills and personal qualities do you believe you have to undertake this particular role?

As a company we are committed to providing the best customer service possible to our customers. In your opinion, what are the key elements of good customer service?

Have you applied to Stapletons/STS Group before? Please tick: Yes No
If yes, please give details:

Are you known/related to any person(s) who currently work for Stapletons/STS Group? Please tick: Yes No
If yes, please give details:

Have you worked for Stapletons/STS Group? Please tick: Yes No
If yes, please give details:

Do you have any holiday dates planned. If yes, please give dates from and to:

Rehabilitation of Offenders Act 1974

Have you been convicted of any criminal offences which are not yet spent under rehabilitation? Yes No
If yes, please give details:

Reference details

References will only be taken up after an offer of employment has been made and accepted. If you are in employment one reference must be a member of that organisation authorised to provide references. Other references should include either previous employer or educational institutions. If you are not currently in employment/education and have not been so in the last five years, please supply personal references that are not members of your family.

Reference 1

Name: _____

Address: _____

Post Code: _____

Contact Number: _____

Occupation: _____

Relationship to you: _____

Reference 2

Name: _____

Address: _____

Post Code: _____

Contact Number: _____

Occupation: _____

Relationship to you: _____

Are you legally entitled to work in the UK? Yes No

In line with the Asylum & Immigration Act 1996, we are required to ask for proof of your right to work in the UK.

Therefore, if you are invited for interview please bring with you your original and a photocopy of one of the following:

- British Citizen Passport
- National Passport or National Identity card of a European Economic Area country
- A residence permit issued by the Home Office
- A passport or other document issued by the Home Office with endorsement stating current right of residence in the UK
- An Application Registration Card issued by the Home Office
- A document with your national insurance number **accompanied by** a full birth certificate issued in the UK **or** a certificate of registration **or** a letter issued by the Home Office stating the persons right to stay indefinitely in the UK **or** an Immigration Status Document
- A work permit **accompanied by** a passport **or** a letter issued by the Home Office confirming you are able to stay and work in the UK

How many working/school days have you been absent due to sickness during the last two years?

How did you find out about this vacancy?

Job Centre Internet/Website At an STS centre Vacancy Board STS Employee Press
Own initiative School/College work experience Agency (please specify)

Declaration & Data protection

The Data Protection Act 1998 ("The Act") sets out certain requirements for the protection of your personal information against unauthorised use or disclosure. The Act also gives you certain rights. Except to the extent we are required or permitted by law, the information which you provide in this application from, and any other information obtained or provided during the course of your application ("the information") will be used solely for the purposes of assessing your application. If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will not be held for longer than is necessary, after which time it will be destroyed, although relevant information will be retained in the longer term to facilitate our equal opportunities monitoring. If your application is successful, the information will form part of your employment file and we will be entitled to process it for all purposes in connection with your employment. So that we may use the information for the above purposes and on the above terms, we are required under the Act to obtain your explicit consent. Accordingly, we would be grateful if you would sign the consent section below.

I CONSENT TO THE USE OF MY PERSONAL INFORMATION FOR THE PURPOSE AND ON THE TERMS SET OUT ABOVE AND THAT THE INFORMATION SUPPLIED IN THIS DOCUMENT IS TO THE BEST OF MY KNOWLEDGE CORRECT. I UNDERSTAND THAT IF THE INFORMATION I HAVE GIVEN OR ANY REFERENCE PROVIDED ARE UNTRUE, NOT RECEIVED, AND/OR UNSATISFACTORY THEN THE OFFER OF EMPLOYMENT MAY BE WITHDRAWN, OR MY EMPLOYMENT TERMINATED.

Signed: _____ Dated: _____

TO BE COMPLETED BY INTERVIEWING MANAGER

Job Offered: _____

Hours	From	To
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Location & Department: _____

Rate of Pay: Hourly: _____ Annual: _____

Cost Centre Code: _____ Account Number Code: _____

Start Date: _____

Position being replaced: _____

Name of person being replaced: _____

Authorisation - Director/Senior Line Manager Signature: _____

_____ Date: _____