



STS APPLICATION FORM

CONFIDENTIAL APPLICATION FOR EMPLOYMENT – Via STS Website

All information will be treated as strictly confidential and no approach will be made to any person without your permission. Please print clearly.

Position applied for:	<input type="text"/>
Available to take up employment (date)	<input type="text"/>
If you obtained this position, would you continue in any other employment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do we need to make any disability-related adjustments to allow you to take part in the recruitment process?	<input type="text"/>
Are you entitled to enter or remain in the UK and undertake the work in question?	Yes <input type="checkbox"/> No <input type="checkbox"/>

PERSONAL DETAILS			
Title:	<input type="text"/>	Forename(s):	<input type="text"/>
		Surname	<input type="text"/>
Home Address	<input type="text"/>		
	Postcode: <input type="text"/>		
Telephone Numbers			
Home	<input type="text"/>	Business Phone	<input type="text"/>
Mobile	<input type="text"/>		
E-mail	<input type="text"/>		
Have a current driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, type of license	<input type="text"/>
Provisional	Yes <input type="checkbox"/> No <input type="checkbox"/>	Full	Yes <input type="checkbox"/> No <input type="checkbox"/>
		HGV	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you any current endorsements or pending motoring prosecutions? If yes, give details	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<input type="text"/>			

SECONDARY EDUCATION			
School name/address	Dates		Examinations (subject/result, etc.)
	From	To	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

FURTHER EDUCATION AND TRAINING					
University/College	Dates		Type of course	Subjects	Qualification or class of degree
	From	To			

OCCUPATIONAL QUALIFICATIONS			
College/Institute or other name	Dates		Qualification/level
	From	To	

PREVIOUS EMPLOYMENT
(Please include details of your most recent employment here, and use the spaces below to give details of other employments, working backwards from the most recent.)

Name & address of employer	Dates	Job title or duties	Reason for leaving

List any criminal convictions other than “spent” convictions. If none, state “None”.

The information provided will be confidential and will be considered only in relation to this application.

INTERESTS

Please detail any further information you wish to put forward in support of your application.

REFERENCES**Work reference**Name Address/ Post code Organisation Occupation Telephone no **Character reference**Name Address /Post code Organisation Occupation Telephone no **PRIVACY NOTICE**

We process personal data relating to those who apply for job vacancies with us or who send speculative job applications to us. We do this for employment purposes, to assist us in the selection of candidates for employment, and to assist in the running of the business. The personal data may include identifiers such as name, date of birth, personal characteristics such as gender, qualifications and previous employment history.

We will not share any identifiable information about you with third parties without your consent unless the law allows or requires us to do so. The personal data provided during an application process will be retained for a period of at least six months or, if required by law, for as long as is required.

This privacy notice does not form part of an employment offer or contract between us. If we make an employment offer to you, we will provide further information about our handling of your personal information in an employment context separately.

If you would like to find out more about our data retention policy, how we use your personal data, if you want to see a copy of the information about you that we hold or have any questions or issues regarding data protection, please email us at dataofficer@stsflooring.co.uk with the Subject "Data Protection Request".

DECLARATION

The information I have provided is true. I understand that any job offer made on the basis of untrue or misleading information may be withdrawn or my employment terminated.

Name Signature Date **Office use:****Send fully completed STS Application Forms F5.2 & New Starter Form F5.2****for successful job applicants to:****STS Accounts Dept. Orpington FAO Christine Callinan****Email: Christine.callinan@stsflooring.co.uk****Email completed copies immediately & send hard copy by internal Mail**Recruitment source