



STL Business Centre
Torrington Avenue
Coventry
CV4 9GU

CONFIDENTIAL - APPLICATION FORM

Please complete this form in typescript or block letters. You may continue on a separate sheet (preferably A4 size) but please ensure that any additional sheets bear your full name and the title of the job, which you are applying for. Please complete in black ink.

1. PERSONAL DETAILS

Vacancy:	Reference Number:
Name:	Please state where you found out about this vacancy:
Correspondence Address:	Current Address (if different):
Home phone no: Mobile:	Work phone no: Email Address:
Do you hold a full valid driving licence? Yes/No Category of licence, e.g. Car, HGV:	

2. REFEREES

Please give the names, postal addresses and occupations of two referees who can comment upon your experience and qualifications for this appointment, one of whom should be your current or previous employer.

Name:	Name:
Address:	Address:
Occupation:	Occupation:
Telephone No:	Telephone No:
Email Address:	Email Address:
May we take up references before interview? Yes/No	



2. EDUCATION

(Please list your education from secondary school to date starting with most recent)

From	To	Secondary School/College/University	Examinations Taken	Qualifications & grade obtained

Professional Qualifications

From	To	Secondary School/College/University	Examinations Taken	Qualifications & grade obtained

Membership of Professional Institutions

Name of Body	Grade of Membership	Date of Membership

Other training: Give details of courses etc., and dates:

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3. EMPLOYMENT HISTORY

Details of posts held, names and addresses of employers and particulars of your employment. Please expand on experience that is most relevant to your application and list your posts in reverse chronological order. Use an extra sheet where necessary.

Dates		Employer's name and address	Position held/duties undertaken/salary
From	To		
What period of notice is required to terminate your present employment:			



4. PERSONAL STATEMENT

Why do your qualifications, skills, experience and personal qualities make you a suitable candidate for this position? This statement may be continued on a separate sheet if necessary.

[Empty box for personal statement]

5. SIGNED

I confirm that the above statements are correct and I understand that misrepresentation may invalidate any resulting appointment. I am prepared to undertake a medical examination, if required, and confirm that to the best of my knowledge there are no medical reasons which would prevent me from undertaking the duties of this post. I consent to you contacting my referees to undertake any necessary verification of the information provided in this form and / or provided at any other stage of the recruitment process.

Signed:

Date:

6. DATA PROTECTION ACT (1998)

Severn Trent Services will use information you have provided on this form for the purposes of

- The recruitment process associated with the post you have applied for
- The recruitment process for similar posts, which we may consider you for, arising in the next 6 months
- Equal Opportunities Monitoring
- Enabling us to treat all applications fairly
- Administering employment with the Company

By completing and returning this form, you are giving your consent for any data deemed 'sensitive' by the Data Protection Act 1998, to be processed for the purposes listed above.

If your application is unsuccessful STS will keep information you have provided on this form for a maximum period of 6 months after which time your details will be destroyed. If your application is successful, this will form part of your employment file.

STS will not provide your personal details to any third party without your permission. In order to obtain references, we will only share necessary information with your named referees. STS does however provide general statistical information to reputable third parties. Such information will not allow anyone to be personally identified.



CONFIDENTIAL - EQUAL OPPORTUNITIES

Severn Trent Services is committed to providing equal opportunities in employment and welcomes applications from all parts of the community. Provision of the following information will enable us to continuously monitor the composition of our workforce and job applicants. Please note this information will be retained by HR and will not be viewed by the selection panel.

Ethnic Group – choose one section from A to E, then tick the appropriate box to indicate your cultural background	
A. White <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Any other White background, please state:	B. Black or Black British <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black background, please state:
C. Mixed <input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Asian <input type="checkbox"/> Any other Mixed background, please state:	D. Asian or Asian British <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian background, please state:
E. Chinese or other ethnic group <input type="checkbox"/> Chinese <input type="checkbox"/> Any other, please state:	

Nationality:

Religion – please tick the appropriate box to indicate your religion
<input type="checkbox"/> Christian <input type="checkbox"/> Buddhist <input type="checkbox"/> Hindu <input type="checkbox"/> Jewish <input type="checkbox"/> Muslim <input type="checkbox"/> Sikh <input type="checkbox"/> No religion <input type="checkbox"/> Not Stated <input type="checkbox"/> Other Religion, please state:



Gender:			
Male	<input type="checkbox"/>	Female	<input type="checkbox"/>

Marital Status	
<input type="checkbox"/> Single	<input type="checkbox"/> Married
<input type="checkbox"/> Partner	<input type="checkbox"/> Divorced
<input type="checkbox"/> Widowed	

Do you consider you have a disability? Yes/No
If you have answered yes to the above question please give details here. Please indicate if you require assistance at interview.

Name (Please print): _____

Job Title / Position Applied For: _____

Vacancy Reference No (If applicable): _____

Date: _____

Data Protection Act (1998)

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