



Before you return your Sterling Application Form please ensure all of the following is complete:

- You have completed the application in legible block letters.
- You have written all forenames on the application (middle names included).
- You have only included employment and education which you can prove with supporting documentation, e.g. certificate of employment, payslip, copy of contract, copy of a diploma, etc.
- You have completed every section of the application form in full and not stated 'refer to CV attached' as we require your application form to be completed in full in order to complete your referencing.
- You have indicated on the employment history section whether or not we can contact your current employer to confirm your employment. If not please let us know when we may do so.
- You have completed and signed Page 4 (Letter of Authorization)
- You have included an email address that you check on a regular basis and are happy for us to email you on if need be.

Please do not include details of employment which you are not able to document.

Please note that if any one of the above is not included, the completion of your referencing will be delayed and your employment with State Street is subject to the various checks coming back clear.

If you have any queries regarding the completion of your application form please contact the GHR Service Centre.