



## Internal Application Form

Before submitting your application, please discuss your intentions with your line manager.

**Once you have completed and signed this form, please return it via one of the following methods:**

Email with this form as an attachment to [Amy.McDougall@bridgescentre.org.uk](mailto:Amy.McDougall@bridgescentre.org.uk)

Or

Post to: Amy McDougall, HR Manager, Bridges Centre, Monmouth, NP25 5AS

|                                |  |
|--------------------------------|--|
| Name:                          |  |
| Current Department:            |  |
| Current job title:             |  |
| Position applying for:         |  |
| Email:                         |  |
| Work telephone number:         |  |
| Notice period in current role: |  |

|                      |  |                 |  |
|----------------------|--|-----------------|--|
| House Name / Number: |  | Street Address: |  |
| Town/City:           |  |                 |  |
| Postcode:            |  |                 |  |

### Application Questions

|  |
|--|
| <b>What key aspects of this role attracted you?</b><br><i>(Please elaborate on what excited you about this position)</i> |
|  |



**Why do you believe you are a suitable candidate for this position?**

**What relevant skills and experience do you have (from your current role or previous employment) that you can bring to this position?**

**Do you intend to undertake this role alongside your current position, or are you applying with the intention of leaving your existing role? Please provide details, to help us understand your availability and/or transition plans:**

#### **Data Protection Statement**

At Bridges Centre, we are committed to complying with the General Data Protection Regulation (GDPR) and following best practices in data protection. Your data will only be accessed by authorised personnel on a need-to-know basis and will not be shared with any external organisation without your consent.

Our privacy notice, available on Breathe HR, outlines how your personal data will be processed during the recruitment process. If your application is successful, your information will be used for administrative and organisational purposes in accordance with the Data Protection Act. If your application is unsuccessful, we will securely retain your data for 6 months in line with our data retention policy before securely deleting it.

**Employee Signature:**

**Date:**