Please contact us if you need the application form in an alternative format including larger print.

**Retirement Bridge Group Ltd - Job Application Form**

|  |  |
| --- | --- |
| **Position applied for:** |  |
| **How did you hear about the vacancy?** |  |

**1. Personal Details**

|  |  |
| --- | --- |
| **Full Name:** |  |

|  |  |
| --- | --- |
| **Address:** |  |
|  |
|  |
|  |
| **Home Phone No:** |  |
| **Daytime Contact No:** |  |
| **Email:** |  |

**2. Employment Details**

|  |
| --- |
| **Current or most recent employment:** |
| **Name of Employer:** |  |
| **Position Held:** |  |
| **Date Started:** |  | **Leaving Date (if applicable)** |  |
| **Salary:** | £ |

**3. Education/Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **School (from age 11)** | **From / To** | **List Qualifications & Grades** | **Date Attained** |
|  |  |  |  |
| **College/University** | **From / To** | **List Qualifications & Grades** | **Date Attained** |
|  |  |  |  |

**4. Professional Qualification(s)**

|  |  |  |
| --- | --- | --- |
| **Qualification:** | **Grade (or similar)** | **Date Attained** |
|  |  |  |

**5. References\***

|  |
| --- |
| **Please give the details of two references** |
| **Name:** |  |  |
| **Relationship to you:** |  |  |
| **Address or Email:** |  |  |
| **Contact No:** |  |  |

\*We will take up professional references once you have been interviewed and provisionally offered the role. If you have no employer references, we will take up references with named individuals at colleges you have studied or people you know in a professional capacity. You should make these individuals aware of our Staff & Job Applicants Privacy Policy

– see Section 7 for more information about this.

**6. Reasonable Adjustments / Arrangements for Interview**

* Are you subject to any conditions relating to your employment in this country? **YES/NO**
* If “yes” please use the space below to tell us what these are?
* If we ask you to attend an interview and you need to us make any adaptations to accommodate any particular needs you may have, please tell us what these should be?
* Are you closely related or married to a staff or Board member of Retirement Bridge? **YES/NO**
* If yes state their name and nature of the relationship to you below

If successful and appointed to the role, when could you start? Give period of notice if applicable:

**7. Collecting Personal Information About You**

Your privacy is protected by law. Our **Staff & Job Applicants Privacy Policy** lets you know more on the above, including how companies within our group look after personal information, the rights individuals have and how the law protects them. It contains details including, but not limited to what personal information we collect and why, our lawful basis for doing so, why we may process sensitive data, who we may share the information with and how long we will hold it for.

# Please read our full Staff & Job Applicants Privacy Policy on our website [www.retbridge.co.uk](http://www.retbridge.co.uk/). Alternatively, a copy is available from us on request.

**8. Declaration**

I confirm that the information given by me on this form is correct and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn, or employment terminated.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |

# Please attach your Curriculum Vitae to this application