Application form for internal applicants

Before you apply for this position, please discuss your intentions with your line manager. When you have completed and signed the form, please return it either via:

Email to *[insert name and email address]*.

*[OR]*

Post to *[insert name and address]*.

|  |  |
| --- | --- |
| **Name:** |  |
| **Current job title:** |  |
| **Current department:** |  |
| **Position applied for:** |  |
| **Reference number (see job description):** |  |
| **Email:** |  |
| **Work telephone number:** |  |
| **Notice period in current role:** |  |

What are the key points that attracted you to this role?

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

What experience do you have (in your current role or previous employment) which you can bring to this position?

**Data Protection Statement**

The Company will use the information provided by you on this form to process your application for employment. We will treat all personal information with the utmost confidentiality and in line with current data protection legislation.

The information will be subsequently used for administration and business purposes, in line with the requirements of the Data Protection Act, should you be successful in your application.

The information you provide may be verified with third parties.

We rely on the lawful basis of *[insert lawful basis]* to process the information provided by you in this form.

Employee’s signature:

Date: