

Internal Job Application Form

Position Applied for

Division / Location

Contact Details

First Name Surname

Preferred First Name

Title (please tick one of these boxes or state another title) Mr Mrs Miss Ms Other

Address (inc postcode)

Contact Tel No. Email

Current Role

Division Branch / Dept

Line Manager Date Started Role

Job Title

Responsibilities

Length of Service (if less than five years please state previous employer and brief details of roles and responsibilities)

Previous Jobs within the Group

Previous Roles

Work Experience

Explain how your work experience, skills, qualifications and training make you a suitable candidate for the post. Give details of any major achievements or initiatives you have taken while working for The BSS Group plc. Read the job description (if applicable) and relate your experience to the duties listed.

(Continue overleaf if necessary).

Medical Details

Is there anything relating to your health or personal circumstances which we would need to take into consideration and / or which may mean that reasonable adjustments would need to be made to the job you have applied for?

How many days sickness and occasions of sickness absence in the last 12 months?

Declaration

I declare to the best of my knowledge, the information I have given in this application is true and complete. I also confirm I have no criminal convictions or prosecutions pending. I understand that any false information given on this form may result in disciplinary action up to and including dismissal. I confirm that I have spoken to my Line Manager about this application.

Signed

Date