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| **Application Form** |
| CONFIDENTIAL  Post applied for: Administrator |

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| Where did you hear about this vacancy: |

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| **1. Personal Details** | | | |
| Last Name |  | | |
| First Name(s) |  | | |
| Preferred Pronoun |  | | |
| Address |  | | |
|  | | Postcode |  |
| Home Tel. |  | Mobile Tel. |  |
| Email Address: | | | |

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| **2. Why are you interested in this role and working for The Bridge Foundation?** |
| **3. Why do you think you would be good in this role ?**  Please tell us what experience, knowledge and skills you have that you feel qualify you for this job, referring specifically to the points on the job description and person specification. We will be shortlisting according to a candidate’s ability to demonstrate their suitability against this criteria. |
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| **4. Equality Act 2010** | |
| This Act protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. The Equality Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long-term effect on his or her ability to carry out normal day to day activities. | |
| Do you have a disability which is relevant to the role you are applying for? | Yes / No (delete as appropriate) |
| If yes, please give details: | |
| We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people. | |
| Do we need to make any adjustments in order for you to attend the interview? | Yes / No (delete as appropriate) |
| If yes, please give details: | |

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| **5. Other information** | |
| Do you have the right to work in the UK? | Yes / No (delete as appropriate) |

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| **6. Declaration of Boundary Issues** |
| We ask all applicants to look at our list of current staff on our website ([non-clinical](https://bridgefoundation.org.uk/about-us/), [BiS team](https://bridgefoundation.org.uk/meet-our-bis-team/), [BPS team](https://bridgefoundation.org.uk/meet-our-bps-team/)).  In the event that you have a past or current professional connection to any member of our team, particularly as therapist / client, supervisor / supervisee or other therapeutic connection, please read our policy on managing boundary issues [**https://bridgefoundation.org.uk/wp-content/uploads/2024/01/Staff-Boundaries-Policy.pdf**](https://bridgefoundation.org.uk/wp-content/uploads/2024/01/Staff-Boundaries-Policy.pdf) |
| Please highlight one of the statements below (or delete those that don’t apply).     1. I would like to discuss a potential boundary issue at this stage (prior to shortlisting).  [Please note that you are welcome to contact us about this prior to submitting your application form if you wish to do so.] 2. I have a boundary issue and if invited to interview I would like an opportunity to discuss how to manage this      1. I do not have any boundary issues with staff members OR I do not wish to discuss one either at this stage or at interview if invited. |

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| **7. References** | | | |
| Please give the details of two referees; one should be your present or most recent employer. Please state in what capacity your referees know you. | | | |
| Referee 1 |  | Referee 2 |  |
| Surname |  | Surname |  |
| First Name |  | First Name |  |
| Job Title |  | Job Title |  |
| Address |  | Address |  |
| Postcode |  | Postcode |  |
| Telephone |  | Telephone |  |
| Email |  | Email |  |
| In what capacity does your referee know you? | | In what capacity does your referee know you? | |
| Can we contact referees before interview? | | | |
| Referee 1: Yes / No (delete as appropriate) | | Referee 2: Yes / No (delete as appropriate) | |

I can confirm to the best of my knowledge that all the information contained on this form is correct. I accept that providing deliberately false information could result in my dismissal.

Signature……………………………................ Date……………………………….........

**PLEASE NOTE, WE REQUIRE YOU TO SEND IN A CV WITH THIS APPLICATION.**

**Privacy Statement**

When individuals apply to work at the Bridge Foundation, we will only use the information they supply to us to process their application and to monitor recruitment statistics. Where we want to disclose information to a third party, for example where we want to take up a reference or obtain a ‘disclosure’ from the Disclosure and Barring Service we will not do so without informing them beforehand unless the disclosure is required by law.

Personal information about unsuccessful candidates not shortlisted for interview will be held for 6 months after the recruitment exercise has been completed, it will then be destroyed or deleted. Personal information for those that attended interview but not successful is held 6 months after and then destroyed. Once a person has taken up employment with the Bridge Foundation, we will compile a file relating to their employment. The information contained in this will be kept secure and will only be used for purposes directly relevant to that person’s employment. Once their employment with the Bridge Foundation has ended, we will retain the file in accordance with the requirements of our retention schedule and then delete it.

Further details can be found on our privacy statement here: <https://www.bridgefoundation.org.uk/privacy-statement/>