



Dear Applicant,

It's great that you've shown an interest in working for the Bedfordia Group and in particular at our Head Office at Milton Parc.

We may not always have vacancies that suit your skills and experience, when you're looking, but opportunities do arise all the time.

Before submitting your CV and covering letter, you should take a look at the rest of the Bedfordia website for further information about the Group function, Operating Divisions and our Vision and Values. This will enable you to understand our business better and will help you apply to the Division that best suits your talents and career aspirations.

Once you've looked at the website, make sure that you've produced a covering letter that indicates the type of role you're looking for and why you think you'd be good at it. Then submit your CV in Word format, to record your interest in jobs within the Bedfordia Group.

If we have jobs available that we think you're a good match for, then we'll contact you using the contact details that you've provided us with. We'll retain your information securely on file for no longer than 6 months.

If you have any problems in submitting your application, please do not hesitate to contact the HR Team on 01234 827245 within normal office hours.

Regards

**Bedfordia Group HR Team**