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| --- | --- |
|  | Application Form |

This application form is available in other formats upon request. It is in 3 parts: parts 1 and 3 contain personal information and are confidential documents, which will only be seen by Human Resources; part 2 relates specifically to the post you are applying for and will be seen by those making selection decisions. *Please refer to the Guidance Note for information about completing the Application Form*

### Part 1 Personal Information

|  |  |  |
| --- | --- | --- |
| Job(s) title | Job(s) reference number | Application reference number (for British Council use only) |
|  |  |  |

Eligibility to work at the British Council *(see guidance notes)*

|  |  |
| --- | --- |
| Are you currently legally entitled to work in  the country where the job is based? | Yes  No |
| If applicable, please detail any restrictions |  |

**Personal Contact details**

|  |  |  |  |
| --- | --- | --- | --- |
| Family name |  | Initials |  |
| Present address |  | Contact postal or email address |  |
| Telephone no. |  | Mobile no. |  |

|  |
| --- |
| Please state where you heard about this vacancy? |
| British Council colleague  Word of mouth  Speculatively browsing British Council website  Press/Publication advert (please specify) ……………..  Web advert (please specify) .emploitic.com..  Agency (please specify) ……………………  Other (please specify) …………………… |

### Part 2 Job-related Information

Please note, this section of the form will be detached and given to the Recruiting Manager and colleagues involved in the selection process. The Recruiting Manager and the selection panels will have access only to information contained in this section.

|  |  |  |
| --- | --- | --- |
| Job(s) title | Job(s) reference number | Application reference number (for British Council use only) |
|  |  |  |

**Personal Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Family name |  | Initials |  |

Disability *(see guidance notes)*

|  |  |  |
| --- | --- | --- |
| Do you have a disability as defined in the guidance note? |  | Yes |
|  | No |
| Regardless of whether you have a disability, do you require any adjustments to be made to facilitate your participation in the selection process? If yes, a member of Human Resources will contact you to ascertain how best to assist you. |  | Yes |
|  | No |

**Employment and relevant work-related experience** (covering no more than 10 years, starting with the most recent) *(see guidance notes)*

|  |  |  |  |
| --- | --- | --- | --- |
| Date From/To |  | Role title, Employer |  |

Other relevant experience *(see guidance notes)*

Please give details of any additional relevant professional or other experience.

|  |  |
| --- | --- |
| Relevant experience | Dates |
|  |  |

Education/qualifications *(see guidance notes)*

Please give details of **relevant** educational and professional qualifications in chronological order.

|  |  |
| --- | --- |
| Qualifications | Dates |
|  |  |

### Supporting statement

In support of your application, and referring to the role profile, please state succinctly, why you are suitable for this role, focusing on the skills, knowledge and experience you bring *(see guidance notes).*

|  |
| --- |
| Supporting statement |

Declaration

I declare that all the information I have provided in support of my application is, to the best of my knowledge and belief, correct and complete.

Warning: if you include any details that you know to be false or if you withhold relevant information, you may render yourself liable to disqualification from the recruitment exercise or, if appointed, to dismissal.

|  |  |  |  |
| --- | --- | --- | --- |
| Your name |  | Date |  |

N.B Typing your name will be taken as being as binding as your signaturePart 3 References and additional information

Additional information

|  |  |  |  |
| --- | --- | --- | --- |
| When are you available to take up the job? |  | What length of notice must you give? |  |
| Please give details of your current/most recent remuneration package including salary, pension and bonuses. Candidates will be asked for documentary evidence of this if appointed. | | |  |

**References**  *(see guidance notes)*

1. Your current/most recent employer (or if no employer, your school/university/training provider).

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name and job title of referee |  | | | Name of referee’s Organisation | | |  |
| Postal address |  | | | | | | |
| Email |  | | | | | | |
| Telephone no |  | | | Mobile no |  | | |
| Please indicate if this is a work or academic/training reference | |  | Work reference | |  |  | |

2. Previous employer (or if no employer, your school/university/training provider).

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name and job title of referee |  | | | Name of referee’s Organisation | | |  |
| Postal address |  | | | | | | |
| Email |  | | | | | | |
| Telephone no |  | | | Mobile no |  | | |
| Please indicate if this is a work reference or an academic/training reference | |  | Work reference | |  |  | |

3. Previous employer (or if not applicable, a personal referee who knows you well and who is not a relative).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and job title of referee |  | Name of referee’s Organisation | |  |
| Postal address |  | | | |
| Email |  | | | |
| Telephone no |  | Mobile no |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Please indicate if this is a work, academic/ training or personal reference |  | Work reference |  | Academic/ Training reference | , | Personal reference |

**Criminal Convictions** *(see guidance notes)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Have you ever been convicted of a criminal offence? |  | Yes |  | No | If yes, please give details below of the offence and the sentence imposed: |

**If you are applying for a job which clearly states involvement with children or young people, or a teaching job, please additionally complete this section.** *please detail below all convictions, cautions and bindovers, including those regarded as ‘spent’.*

|  |
| --- |
|  |

I declare that I have not been convicted, nor had any criminal proceedings against me, nor have I been warned, either orally or in writing, in relation to a sexual offence or child abuse. I declare that there are no such proceedings pending against me at the date of this declaration. I know of no reason why I should be considered unsuitable for work with children, elderly or disabled people, and I have not been dismissed from such a post for malpractice.

**I agree and hereby agree to provide the British Council** **with the Criminal Check Record document as part of the recruitment documents required in case I take up an employment with the British Council.**

|  |  |  |  |
| --- | --- | --- | --- |
| Your name |  | Date |  |

N.B Typing your name will be taken as being as binding as your signature