

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?
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- ☐ British Council colleague
- ☐ Word of mouth
- ☐ Speculatively browsing British Council website
- ☐ Press/Publication advert (please specify)
- ☐ Web advert (please specify)
- ☐ 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

Brief summary of role and main achievements.

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Brief summary of role and main achievements.

Date From/To	Role title, Employer

Brief summary of role and main achievements.

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

Part 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	☐ Academic/Training 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	☐ Academic/Training 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:
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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'.

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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 consent to the British Council seeking clearance from an appropriate agency. I understand that the British Council will not carry out these checks unless an offer of employment is made in writing to me.

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

Guidance Notes for completing application form

Part 1 - Personal Information

Eligibility to work at the British Council

We are only able to accept applications from individuals who currently have the right to work in the country to which they have applied.

If there are any restrictions regarding your right to work in the country for which the post has been advertised, i.e. length of work visa, type of work etc please state it on the form.

Data Protection

The British Council will use the information you provide in this form to process your application. If your application is successful and you take up employment with the British Council, this form will be kept on your personnel file and some details from it will be held electronically by Human Resources for a period of time in line with Data Protection guidelines. If your application is unsuccessful, this form will be kept on file for one year after completion of the recruitment exercise and then securely destroyed.

Part 2 - Job-Related Information

Disability

The United Nations Convention on the Rights of Disabled People defines a disabled person as someone who has long-term physical, mental, intellectual or sensory impairments, which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others.

It is British Council policy to interview all applicants who are disabled and who meet the essential criteria for an advertised job.

Employment and relevant work-related experience

Please give details of your work-related experience covering no more than 10 years, or since leaving full-time education if this is sooner, starting with the most recent. Work related experience can include voluntary work or other periods away from employment. It will not prejudice your application if you disclose a period out of formal employment (e.g. time spent at home bringing up children or a period of ill health).

Other relevant experience

This can include experience of volunteering, periods of travel or of roles held within the community e.g. youth or community worker etc.

Education / qualifications

Please list only those qualifications specified in or related to the requirements listed in the person specification. If you have a qualification which is not directly relevant but which you feel demonstrates that you have a skill which is important to the job please list this under Other Relevant Experience saying why you think this is important.

Supporting Statement

The purpose of this section is to give you an opportunity to say why you are interested in the job and what you would bring to it. When writing your supporting statement please refer to the role profile and link your experience, qualifications and interests to the requirements. Your supporting statement should be succinct and to the point. It will be used for shortlisting so please ensure you highlight the relevant skills, knowledge, experience and qualifications you have relevant to the role. This can relate to information listed earlier or you can give other examples.

Part 3 – Additional information and References

This part of the application form will be kept confidential and will only be seen by Human Resources.

References

Please provide 3 references. One from your most current/most recent employer and if possible two from previous employers. If you have no previous employer then please provide a reference from your school/university/ training provider and a personal reference from someone who knows you well but is not a relative. We will only contact referees if an offer of employment is made.

Criminal Convictions

Subject to certain exempted occupations, convictions that are 'spent' need not be mentioned. Please be aware that declaring a conviction will not automatically disqualify you from being employed unless this post is subject to a Criminal Records Bureau Check.

If the post is subject to a Criminal Records Bureau Check, British Council is committed to safeguarding and promoting the welfare of children and young people and expects all of its partners to share this commitment. Appointment to these roles are subject to enhanced Criminal Records Bureau (CRB) checks in the UK, and, where appropriate, equivalent systems overseas.