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|  | Application Form  |

This application form is available in other formats upon request. It is in two parts: part 1 contains personal information and is a confidential document, 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 legally entitled to work in the country where the job is based? |  [ ]  Yes [ ]  No |
| If applicable, please detail any restrictions |  |

**Personal Contact details**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name |  | First name |  |
| Present address |  | Contact postal or email address  |  |
| Telephone no. |  | Mobile |  |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Have you ever been convicted of a criminal offence? | [ ]  | Yes | [ ]  | No | If yes, please give details 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.** *As these positions are exempt from the Rehabilitation of Offenders Act 1974, 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 consent to the British Council seeking clearance from the CRB or 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 signature/name |  | Date |       |

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

|  |
| --- |
| 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) ………………[ ]  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**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name |  | First name |  |

Disability *(see guidance notes)*

|  |  |  |
| --- | --- | --- |
| Do you have a disability as defined in 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 |  | Job title company/organisation |  |
| Brief summary of role and responsibilities, max 200 words. |
| Date From/To |  | Job titlecompany/organisation |  |
| Brief summary of role and responsibilities, max 200 words. |
| Date From/To |  | Job titlecompany/organisation |  |
| Brief summary of role and responsibilities, max 200 words.  |
| Date From/To |  | Job titlecompany/organisation |  |
| Brief summary of role and responsibilities, max 200 words. |

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 |
|  |  |

### Part 3 Supporting statement *(see guidance notes)*

In support of your application, and referring to the role profile, please tell us in 500 words, why you are suitable for this role, focusing on the skills, knowledge and experience you bring.

|  |
| --- |
| 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 signature/name |  | Date |       |

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