

Please email your applications to frazer.dcosta@kw.britishcouncil.org.

Section 1

Name _____

Date of Birth / /
(Day/ Month/ Year)

Gender F / M
(Circle as appropriate)

1 coloured passport
size photograph

Contact Address _____

Passport No _____ Civil ID No _____

Nationality _____ Language _____

Tel No (Mobile) _____ Email _____

Section 2

WORK EXPERIENCE

ORGANIZATION	JOINING DATE	LEAVING DATE	DEPARTMENT

Section 3

EDUCATIONAL BACKGROUND

INSTITUTION	QUALIFICATION	YEAR

Section 4

References

Please give details of **three** referees who can comment on your ability. Please note that you **cannot** use relatives as referees. At least one of the referees should know/have known you in a professional capacity either as employer/teacher or other professional relationship.

Name	Organisation	Job Title	Telephone	Email

Section 5:

Supporting statement

In support of your application, and referring to the role profile, please state, 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

Section 6: Criminal Convictions (see guidance notes)

Have you ever been convicted of a criminal offence?

No ☐

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.

If Yes ☐

As this job involves you working with children or young people, please additionally complete this section. Please detail below all convictions, cautions.

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

The British Council is committed to Child Protection Policy, and this position clearly states involvement with children or young people, or a teaching job, please complete this section.

The 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 this role is subject to Criminal Records Bureau checks in the UK, and, where appropriate, equivalent systems overseas.

This position is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bindovers, including those regarded as 'spent', must be declared.

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.

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.

The British Council will treat all personal details in accordance with UK law and its own privacy policy. Under Data Protection law you have the right to ask for a copy of the information we hold on you, for which we may charge a fee, and the right to ask us to correct any inaccuracies in that information. If you do want more information about this please contact your local British Council office or the Data Protection Team dataprotection@britishcouncil.org.

Creating Opportunities for people worldwide

The British Council is committed to a policy of equal opportunity and is keen to reflect diversity (eg gender, age, disability) at every level within the organisation.

We are registered in England as a charity.

Guidance Notes for completing application form

Personal Information

Data Protection

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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).

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.

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

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. Criminal Records Check will be required if you take up employment with the British Council and is one of the required recruitment documents.

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.