

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.

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 in line with the Data Protection Act (1998). 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.

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.

Additional information on the requirements for your Supporting Statement can be found in the document '**Guidance on Completing your Supporting Statement**'.

Part 3 – Additional information, References and EO Data collection

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

The British Council is committed to maintaining the confidentiality of personal information and undertakes not to divulge any of the applicants' personal information to any third party without the prior consent of the applicant.

Our privacy policy can be found at <http://www.britishcouncil.org/home-privacy-policy.htm>.

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 (UK)

Subject to certain exempted occupations, convictions that are 'spent' under the Rehabilitation of Offenders Act 1974 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.

Equal Opportunities and Diversity Monitoring Information

We would welcome you completing the voluntary Equal Opportunities and Diversity Monitoring form. We monitor all stages of our recruitment and selection process to ensure there is no potential for unjustified discrimination on irrelevant grounds. Our monitoring data is externally analysed each year, and recommendations are published and acted upon.

All information supplied will be treated in strict confidence and no identifying details will be attached to it. It will help us to monitor and evaluate the success and application of our equal

opportunity policy and diversity strategy and to compile anonymised statistics which will be included within our formal reporting structures.