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|  | Application Form  |

This application form is available in other formats upon request. It is in 4 parts: parts 1 and 4 contain personal information and are confidential documents, which will only be seen by Human Resources or the manager running the recruitment; part 2 and 3 relate 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

### Personal Contact details

|  |  |  |  |
| --- | --- | --- | --- |
| First name |  | Family name |  |
| Email address |  |  |  |
| Telephone number (include country code) and Mobile number |  |  |  |
| Present contact address (including country) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date of birth |  | Nationality as it appears on your passport |  |
| Gender | [ ]  Male  | [ ]  Female  |  |
| Marital status | [ ]  Single  | [ ]  Married/ Partnered / Civil Partnered  |  |

**Eligibility to work at the BritishCounci**

|  |  |
| --- | --- |
| Are you currently legally entitled to work in all the countriesyou are applying for?  | [ ]  Yes [ ]  No   |

|  |
| --- |
| Please state where you heard about this vacancy |
| [ ]  British Council colleague | [ ]  Word of mouth |
| [ ]  British Council website | [ ]  Press/Publication advert (please specify)       |
| [ ]  Web advert (please specify)       | [ ]  Agency (please specify)       |
| [ ]  Other (please specify)       | [ ]  LinkedIn |

### Part 2 Job-related Information

### Personal Contact details

|  |  |  |  |
| --- | --- | --- | --- |
| First name |  | Family name |  |

Disability

|  |  |  |
| --- | --- | --- |
| The British Council operates a Guaranteed Interview Scheme for disabled applicants who meet the minimum criteria. If you would like your application to be processed under the scheme please state whether you have a disability. | [ ]  | 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 |

The post you are applying for:

|  |  |  |
| --- | --- | --- |
| Job title  | Location | Contract type |
| **Translation and Interpreting Trainers (4 positions)**  | **Sri Lanka**  | **Consultant** |

**Employment and relevant work-related experience** (starting with the most recent) Please enter dates in DD/M/YY format

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Job(s) title  | Contract Type | Organisation | City | Country | Date From | Date To | Time in post |
|  |  |  |  |  |  |  |  |
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|  |  |
| --- | --- |
| Have you ever worked for the British Council before whether full-time or part-time? | If ‘yes’, where and when? |
|  |  |

**Education/qualifications**

Please complete this section including all **relevant** qualifications. If successfully appointed, we will need to see the **original copy** of all qualifications.

|  |  |  |
| --- | --- | --- |
| Qualifications | Awarding body / Institution | Date awarded |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |

Other relevant qualifications

Please give details of any additionalrelevantprofessionalqualifications. Include qualification you are currently studying

|  |  |  |
| --- | --- | --- |
| Relevant Qualifications  | Awarding body / Institution | Date awarded |
|  |  |  |
|  |  |  |

### Part 3 Supporting statement *(see guidance note).*

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, knowledgeand experienceyou bring between 300 - 500 words

This section must be completed. Candidates who do not complete this section will not be shortlisted.

|  |
| --- |
| 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 signature

Part 4 Additional information and References

Additional information

|  |  |  |  |
| --- | --- | --- | --- |
| When are you available to take up the job you have applied for? |  | What length of notice must you give? |  |

**References***(see guidance note)*

1.Work reference 1: Your current/most recent line manager /employer

|  |  |  |  |
| --- | --- | --- | --- |
| Name and job title of referee |  | Name of referee’s Organisation |  |
| Postal address |  |
| Work / Academic Email address |  |
| Telephone number |  | Mobile phone number |  | I confirm this person is my current line manager | [ ]  |
| Referee can be contacted | [ ]  | At any time | [ ]  | After offer of employment only |

2. Work reference 2: A previous line manager /employer

|  |  |  |  |
| --- | --- | --- | --- |
| Name and job title of referee |  | Name of referee’s Organisation |  |
| Postal address |  |
| Work / Academic Email address |  |
| Telephone number |  | Mobile phone number |  |
| Referee can be contacted | [ ]  | At any time | [ ]  | After offer of employment only |

3. Character reference (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 |  |
| Work / Academic Email address |  |
| Telephone number |  | Mobile phone number |  |
| Referee can be contacted | [ ]  | At any time | [ ]  | After offer of employment only |

Criminal Convictions (see guidance note)

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

### Guidance Notes for completing the application 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 by Human Resources on the Personnel Information System.

If your application is unsuccessful, this form will be kept on file for one year after completion of the recruitment exercise. You have the right to ask for a copy of the information we hold on you, for which we may charge a fee. You also have the right to ask us to correct any inaccuracies in that information.

If you do want to see a copy of your information, please contact the Data Protection Team by e-mail atData.Protection@britishcouncil.org, or send your request to the Data Protection Team, British Council, 10 Spring Gardens, London SW1A 2BN or send to your local British Council office.

### 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.

### Employment and 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). Please be succinct and provide evidence that is relevant to the role.

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 Qualifications 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 what you would bring to it. When writing your supporting statement please refer to the role profile and link your experience, qualifications and interests (if applicable) to the requirements. Your supporting statement should be succinct and to the point and between 300-500 words in length. It will be used for shortlisting so please ensure you highlight the skills, knowledge, experience and qualifications you have relevant to the role. This can relate to work related information listed earlier or you can give other examples.

### References and additional information

Please give details of three referees that we may contact. For the 1st and 2nd work references we expect a reference from your current and previous employers/line managers. When giving email addresses please ensure you give the work email address of the referee. We will not accept references from personal (hotmail, yahoo, gmail etc) email accounts, except for the third referee.

### Criminal Convictions

In the event of a positive disclosure, an applicant’s suitability to work with children will be judged on a case by case basis by taking into account the seriousness and nature of the offence/s, nature of appointment, age of offence/s and frequency of the offence/s. The fact that a person has a criminal record does not automatically make him or her unsuitable to work with children.