|  |  |
| --- | --- |
|  |  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 |  | Skype ID |  |
| Telephone number (include country code) |  | Mobile / Cell phone number |  |
| Present contact address (including country) |  |

***Many countries need additional information for visa requirements. If you are applying for countries where this information is required, please complete this section***

|  |  |  |  |
| --- | --- | --- | --- |
| Date of birth |  | Nationality as it appears on your passport |   |
| Gender |   |  |  |
| Marital status |   |  Married/ Partnered / Civil Partnered  |  |

### Eligibility to work at the British Council

|  |  |
| --- | --- |
| Are you currently legally entitled to work in all the countries you are applying for? (See *local restrictions on employment* section of vacany information sheet) |  Yes  |

|  |
| --- |
| 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)       |  Approached through LinkedIn.com |

### 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 |

**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 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|       |  |       |       |       |       |       |       |
|       |  |       |       |       |       |       |       |
|       |  |       |       |       |       |       |       |
|       |  |       |       |       |       |       |       |
|       |  |       |       |       |       |       |       |
|       |  |       |       |       |       |       |       |

**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 |
| Teaching Qualification |  |       |
|  |       |
|  |       |
| Diploma level TEFL qualification (adults and Young Learners) |  |       |
|  |
|  |       |
| Young Learners extension courses |  |       |
|  |       |
|  |  |  |
| Bachelors in Education or P.G.C.E  Early Years Primary  Secondary  | Please specify: name of course, subject / specialism and awarding body / institution / country in this space |       |
| Do you hold Qualified Teacher Status? (QTS) in the UK? |  Yes |  No |       |
| Undergraduate Degree or equivalent |   |   2015    |
| Master’s Degree | Please specify: name of course, subject / specialism and awarding body / institution / country in this space |       |

Other relevant qualifications

Please give details of any additional relevant professional qualifications. Include qualification you are currently studying

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

**Teaching Experience**

Use the criteria in the drop down boxes to indicate your teaching experience for each type of course listed. Only refer to experience which was attained **after** your CELTA / CertTESOL. Please indicate the year you last taught for each course type.

**As a guide**: one year’s teaching full time is approximately 950 hours; one level taught for a year is about 120 hours.

**Young Learner Courses**

|  |  |  |
| --- | --- | --- |
|  | Key | Year last taught |
| Early Years aged 2 to 5  |  |  |
| Primary aged 6 to 10  |  |  |
| Lower Secondary aged 11 to 14 |  |  |
| Upper Secondary aged 15 to 17 |  |  |
| Exam Preparation  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Indicate any Young Learner specialist courses you have taught  | Key | Year last taught |
|       |  |  |
|       |  |  |
|       |  |  |
|       |  |  |

**Adult Courses**

|  |  |  |
| --- | --- | --- |
|  | Key | Year last taught |
| General English Beginner to Pre Intermediate |  |  |
| General English Intermediate to Advanced |  |  |
| Business English |  |  |
| Exam Preparation |  |  |
| Academic English |  |  |

|  |  |  |
| --- | --- | --- |
| Indicate any Adult specialist courses you have taught  | Key | Year last taught |
|       |  |  |
|       |  |  |
|       |  |  |
|       |  |  |

Teacher Training

|  |  |  |
| --- | --- | --- |
|  |  | Date of last presentation |
| Have you delivered INSETT sessions? |  |       |
| Have you presented at any ELT conferences? |  |       |

Teacher Training

|  |  |  |
| --- | --- | --- |
|  |  | Date of last presentation |
| Have you delivered INSETT sessions? |  |       |
| Have you presented at any ELT conferences? |  |       |

### 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, knowledge and experience you 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.

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: |

***If you are applying for a job which clearly states involvement with children (under 18), 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’.

|  |
| --- |
|  X     |

I agree and hereby consent to the British Council seeking a criminal record check (UK CRB or national equivalent from country of origin) and that I will additionally be required to provide a criminal record check from my most recent country of residence.

I declare that I have never been convicted of any offence involving any type of harm to a child or children, nor have I ever been warned or cautioned in relation to such a matter . I also declare that there are no civil or criminal proceedings of any nature pending against me at the date of this declaration relating to any allegation concerning any type of harm to a child or children.

|  |  |  |  |
| --- | --- | --- | --- |
| Your name |  | Date |  |

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

### Guidance Notes for completing the teacher 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 at Data.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.

### 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.

List the posts you are applying for

Please list the posts you wish to apply for in order of preference, making sure to give the reference number (e.g FRA-T-xxx, SRI-S-xxx) in the third column

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.

Teaching experience

Use the drop down menus to select the hours you have taught a particular age group and when you last taught them. As indicated one year’s teaching full time is approximately 950 hours; one level taught for a year is about 120 hours. Please make sure you check the total number of hours you have taught as this will be cross referenced against your employment history.

### Part 3 - 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.

### Part 4 - References and additional information

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