

This application form is available in other formats upon request. It is in 2 parts: parts 1 and 2 contain personal information and are confidential documents, 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)
Office Manager		

**Eligibility to work at the British Council (see guidance notes)**

Are you currently legally entitled to work in the country where the job is based?  Yes  No

If applicable, please detail any restrictions

**Personal Contact details**

Family name	Initials
Present address	Contact postal or email address
Telephone no.	Mobile no.

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

Family name	Initials
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### Disability (see guidance notes)

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 answer the following:

Do you have a disability as defined in the guidance note?	<input type="checkbox"/> Yes
	<input type="checkbox"/> 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.	<input type="checkbox"/> Yes
	<input type="checkbox"/> No

### Employment and relevant work-related experience (covering no more than 10 years, starting with the most recent) (see guidance notes)

Date From/To	Role title, Employer
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Brief summary of role and main achievements

Date From/To	Role title, Employer
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Brief summary of role and main achievements

Date From/To	Role title, Employer
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Brief summary of role and main achievements

Date From/To	Role title, Employer
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Brief summary of role and main achievements

### Other relevant experience (see guidance notes)

Please give details of any additional **relevant** professional or other experience.

Relevant experience	Dates
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**Education/qualifications (see guidance notes)**

Please give details of **relevant** educational and professional qualifications in chronological order.

Qualifications	Dates

**Supporting statement**

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 (see *guidance notes*).

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 no more than 500 words in length. This statement will be used for shortlisting and you should therefore highlight relevant skills and knowledge. This can relate to information listed earlier or you can give other examples. It can help the task of shortlisting if you highlight in your supporting statement the areas of the person specification that you are addressing.

The British Council's generic skills and behavioural competency dictionaries will help you to understand the definition of the competency and level referred to on the person specification in the role profile.

If there is a language requirement (English / Hebrew / Arabic) included in the person specification it is essential that you include your level of skill in each language listed. ( mother tongue, fluent, good, intermediate, basic). Please indicate your level for writing / reading as well as speaking.

#### הצהרה אישית

חלק זה הוא הזדמנות למספר מדו"ע את/ה מעוניין/ת במשרה ומה תכיה/ עmr בפועל למלאה. אנה התייחס/ לטיור התפקיד ולדרישותיו, ובמיוחד רלוונטי - קשר אוטם לניסיון, לכישורים ולתחומי העניין האישיים שלך. (עד 500 מילים).

הצהרה תשמש אותנו בפועל למין את המועמדים ועל כן עליה להציג כישורים וידע רלוונטיים. היא יכולה להיות קשורה למידע שצינית קודם או לכלול דוגמאות נוספות. בתהיליך בחירת המועמדים ניקח בחשבון את מידת התאמתך לטיור התפקיד מבחינה אישית ומבחןת היכישורים והניסיון שלך – ועל כן כדאי להציג אוטם כאן.

תוכל/ להיעזר בהසברים שלנו לגבי דירוג המועצה הבריטית לכישורים מקצועיים ואישיים על מנת להבין את ההגדרות שלנו בתיאור התפקיד והדרישות.

במיוחד ודרישות המשרה כוללות ידיעת שפה (אנגלית/בריתית/ערבית), עליך לכלול את רמת הידע שלך בכל שפה עברו דיבור, כתיבה וקריאה, על פי הדירוג הבא: שפת אם, שוטף (ביכולתך לדבר את השפה באופן שוטף ולא היסוס), רמה טובה, רמה בינונית, רמה בסיסית.

#### رسالة مرفقة تفصيل مدى ملائمتك للوظيفة

הهدف من هذه הרسالة هو אן תكتب/י لماذا אنت מניין /ה באהوظיבתך ומזה מمكن אן תساهم/י. הרגاء عند כתابة هذه הרסالة התרחק מוארכות וمتطلبات הوظיבתך, וריבטהה עם תרבותך, מהארנתך ומלחמות אהטמאנך. (حتى 500 كلمة).

הזה הרסالة سوف תساهم אנת اختيار המרשמי, وبالتالي מצרורו התשדיד על המהارات והخبرة ذات הصلة למתطلبات הوظיבתך. על הרסالة אן تكون מتعلقה بما נזכר سابقא או אן תشمل אמלה אضافי. سوف נأخذ ביחסן את اختيار המרשמי מלהמתה המרשמי למתطلبات הوظיבתך מלהות ו الخبرתך – وبالتالي יתענין عليك תסיליט הצעה עליה هنا.

בإمكانך الاستענה בقاموس המלון התרבותי הבריטני לסייעך עליהםتعريفנו למקצועות המהוניים והشخصיים המطلوبים להזהوظיבתך.

אذا كانت متطلبات הوظיבתך تشتمל على معرفة لغات (إنجليزي/ عربي/ عربي), عليك كتابة ما هو مستوى איגודك اللغة في كل من الحديث, الكتابة القراءة,حسب التصنيف التالي: لغة אם, מمتاز (בإمكانךتحدث بطلاقة), مستوى גيد, مستوىوسط, مستوى אסاسي.

#### Supporting statement

## Languages

If there is a language requirement (English / Hebrew / Arabic) included in the person specification it is essential that you include your level of skill in each language.

Please indicate your level for writing / reading as well as speaking

Language	Speaking	Writing	Reading
English	Mother tongue fluent good intermediate basic	Mother tongue fluent good intermediate basic	Mother tongue fluent good intermediate basic
Hebrew	Mother tongue fluent good intermediate basic	Mother tongue fluent good intermediate basic	Mother tongue fluent good intermediate basic
Arabic	Mother tongue fluent good intermediate basic	Mother tongue fluent good intermediate basic	Mother tongue fluent good intermediate basic
Other (please complete)	Mother tongue fluent good intermediate basic	Mother tongue fluent good intermediate basic	Mother tongue fluent good intermediate basic

## 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 3 References and additional information

### Additional information

When are you available to take up the job?	What length of notice must you give?
Please give details of your current/most recent remuneration package including salary, pension and bonuses. Candidates will be asked for documentary evidence of this if appointed.	

### References (see guidance notes)

#### 1. Your current/most recent employer (or if no employer, your school/university/training provider).

Name and job title of referee	Name of referee's Organisation			
Postal address				
Email				
Telephone no	Mobile no			
Please indicate if this is a work or academic/training reference	<input type="checkbox"/>	Work reference	<input type="checkbox"/>	Academic/Training reference

#### 2. Previous employer (or if no employer, your school/university/training provider).

Name and job title of referee	Name of referee's Organisation			
Postal address				
Email				
Telephone no	Mobile no			
Please indicate if this is a work reference or an academic/training reference	<input type="checkbox"/>	Work reference	<input type="checkbox"/>	Academic/Training reference

#### 3. Previous employer (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						
Email						
Telephone no	Mobile no					
Please indicate if this is a work, academic/ training or personal reference	<input type="checkbox"/>	Work reference	<input type="checkbox"/>	Academic/ Training reference	<input type="checkbox"/>	Personal reference

### Criminal Convictions (see guidance notes)

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 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 name

Date

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

## Guidance Notes for completing application form

### 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. Some roles outside of the UK require the job holder to be a UK passport holder. For UK based posts, to ensure compliance with the Asylum and Immigration Act 1996, we will need proof before appointment to a post in the UK that you are entitled to work there.

If there are any restrictions regarding your right to work in the UK i.e. length of work visa, type of work etc please state it on the 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 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](mailto: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.

## **Part 3 – Additional information and References**

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

### **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.

The British Council is an equal opportunities employer