|  |  |
| --- | --- |
|  | Application Form  |

This application form is available in other formats upon request. It is in 3 parts: parts 1 and 3 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) |
|  |  |  |

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  | Application reference number (for British Council use only) |
|  |  |

**Personal Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Family name |  | Initials |  |

Disability *(see guidance notes)*

|  |  |  |
| --- | --- | --- |
| In case you have a special need, 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** (covering no more than 10 years, starting with the most recent) *(see guidance notes)*

|  |  |  |  |
| --- | --- | --- | --- |
| Date From/To |  | Role title, Employer |  |

Brief summary of role and main achievements.

|  |  |  |  |
| --- | --- | --- | --- |
| Date From/To |  | Role title, Employer |  |

Brief summary of role and main achievements.

|  |  |  |  |
| --- | --- | --- | --- |
| Date From/To |  | Role title, Employer |  |

Brief summary of role and main achievements.

|  |  |  |  |
| --- | --- | --- | --- |
| Date From/To |  | Role title, Employer |  |

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 |
|  |  |

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).*

|  |
| --- |
| 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 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. |  |

Declarations

**1) References**  *(see guidance notes)*

I declare that I will provide the BC with three references in case I will receive an offer of appointment according to the forms that the BC will give me.

**2) Criminal Convictions** *(see guidance notes)*

I declare that I will provide the BC with my CRB check (Casellario Giudiziale) in case of an offer of appointment.

|  |  |  |  |
| --- | --- | --- | --- |
| 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.

### 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.

**Employment and relevant work-related experience**

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 than10 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 succint 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, References**

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

**References**

Only in case of offer of employment, you will be asked to 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 and against previous written consent provided to you by the referees according to the template the British Council will give you when offering you the job.

Criminal Convictions (UK and Italy)

Subject to certain exempted occupations, you may be required to provide the BC with a Criminal Records Bureau Check (Casellario Giudiziale).

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.

**Information to Data Subjects according to legislative decree n. 196/2003**

**Purposes of the Data Processing**

According to article 13 of legislative decree n. 196 as of 30 June 2003 ("Personal Data Protection Code"), we would like to inform you that British Council will process your simple personal data with the following purposes:

* Recruiting process for vacant job positions.

**Methods of the Data processing**

Your data will be both processed manually and with the help of electronic means by duly nominated “persons in charge of the processing” and will be stored in electronic archives complying with the security measures set forth by d. lgs. 196/2003.

**Data Controller**

Your personal data will be processed for the purposes described above by British Council Italy, acting as Data Controller, with registered office in (00187) Rome, Via di San Sebastianello 16.

**Obligatory and voluntary provision of data**

**Processing for obligatory purposes**. The provision of your personal data is obligatory to be able to select an employee at the British Council

**Processing for other voluntary purposes**. With your prior consent, your personal data will also be processed for the following further purposes: British Council newsletter shipment with all the events carried out by the British Council in Italy.

**Rights of the Data Subject**

In quality of “Data Subject”, You will be able to access to your personal data, to edit, or delete them writing to:

British Council Italy, with registered office in (00187) Rome, Via di San Sebastianello, 16 to the attention of the “Responsabile del Sistema Privacy”.

You will be always able to contact Data Controller at the address above also to exercise the rights set for by Art. 7 of the Privacy Code below:

***(Right to Access Personal Data and Other Rights)***

1*. A data subject shall have the right to obtain confirmation as to whether or not personal data concerning him exist, regardless of their being already recorded, and communication of such data in intelligible form.*

*2. A data subject shall have the right to be informed:*

*a) of the source of the personal data;*

*b) of the purposes and methods of the processing;*

*c) of the logic applied to the processing, if the latter is carried out with the help of electronic means;*

*d) of the identification data concerning data controller, data processors and the representative designated as per Section 5(2);*

*e) of the entities or categories of entity to whom or which the personal data may be communicated and who or which may get to know said data in their capacity as designated representative(s) in the State’s territory, data processor(s) or person(s) in charge of the processing.*

*3. A data subject shall have the right to obtain:*

*a) updating, rectification or, where interested therein, integration of the data;*

*b) erasure, anonymization or blocking of data that have been processed unlawfully, including data whose retention is unnecessary for the purposes for which they have been collected or subsequently processed;*

*c) certification to the effect that the operations as per letters a) and b) have been notified, as also related to their contents, to the entities to whom or which the data were communicated or disseminated, unless this requirement proves impossible or involves a manifestly disproportionate effort compared with the right that is to be protected.*

*4. A data subject shall have the right to object, in whole or in part,*

*a) on legitimate grounds, to the processing of personal data concerning him/her, even though they are relevant to the purpose of the collection;*

*b) to the processing of personal data concerning him/her, where it is carried out for the purpose of sending advertising materials or direct selling or else for the performance of market or commercial communication surveys.*

**Please tic the box or boxes below as appropriate:**

□ I have read and understood the information notice under d. lgs. 196/2003 and I hereby authorize British Council to process my personal data.

□ I hereby also give my consent for the processing of my personal data to receive the British Council newsletter containing all the events carried out by the British Council in Italy.

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_