**Application form**

English for the Community: Country Trainer

**Please read the role profile carefully before completing this application form.**

If you are interested in applying for this position and feel that you are suitable for the role, please apply before 24.00 hours, 26 November 2017.

**Your personal details**

|  |  |
| --- | --- |
| Title |  |
| First name |  |
| Family name  |  |
| Email address |  |
| Mobile phone number  |  |
| Landline phone number  |  |
| Present address |  |
| Date of birth |  |
| Nationality as it appears on your passport |  |
| Where did you hear about this vacancy? |  |

**Education/ Qualifications**

Please complete this section including all **relevant** qualifications. If successfully appointed, we may request the **original copy** of all qualifications.

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Date** | **Awarding institution**  |
|  |  |  |

**Employment**

**Please note**: 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).

Have you ever worked for the British Council before whether part time or full time?

**Yes No**

If yes, please specific where, when and what capacity:

**Employment and relevant work-related experience**

Please start with the most recent employment first:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **From** | **To** | **Job title** | **Organisation**  | **Location**  | **Full or part-time** |
|  |  |  |  |  |  |

**Teaching experience**

Please detail your experience of teaching English:

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates: from/to** | **Institution** | **Job title** | **Levels taught** |
|  |  |  |  |

**Training experience**

Please detail any experience of training teachers you may have:

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates: from/to** | **Institution** | **Job title** | **Type of training given (e.g. in-service training of secondary school teachers of English** |
|  |  |  |  |

**Supporting Statement**

**This section must be completed. Candidates who do not complete this section will not be shortlisted. Complete this section in no more than 500 words.**

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.  In support of your application, please state why you are suitable for this role. Describe your skills, knowledge and experience and show how they are relevant to the position as described in the role profile. Include practical, examples from your experience where appropriate.

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**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.

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

**Name:**

**Date:**

**Notes**

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.

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 want more information about this please contact your local British Council office or visit our website: <http://www.britishcouncil.org/privacy-cookies/data-protection>

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>

Valuing diversity is essential to the British Council’s work. We aim to abide by and promote equality legislation by following both the letter and the spirit of it to try and avoid unjustified discrimination, recognising discrimination as a barrier to equality of opportunity, inclusion and human rights

The British Council is a full member of Keeping Children Safe (KCS) and has achieved level 1 child safe certification. We believe that all children have the right to be protected from all forms of abuse as set out in article 19, UNCRC, 1989 and that every child matters - everywhere in the world. In line with the British Council's Child Protection policy, any appointment is contingent on thorough checks including criminal record checks, in line with legal requirements.