

Please send this completed form to the address specified in the advertisement or accompanying literature.

Staff-in-confidence

The British Council is committed to a policy of equal opportunity and the development of positive policies to promote equal opportunity in employment.

This form is available in other formats on request; these are large print, Braille and audio disk.

This form is in two separate parts: part 1 contains personal information and is a confidential document, which will not be seen by those making a selection decision; part 2 relates specifically to the post(s) you are applying for.

If using the Microsoft Word version of this form, either complete the form electronically, or print the blank form and complete by hand. With the PDF version you must print out the form and complete by hand (please write clearly in black ink).

Part 1

Job(s) applied for

Job title	Job reference number	Application reference number (for British Council use only)

We aim to ensure that no job applicant or employee receives less favourable treatment on the basis of gender including transgender, marital status or civil partnership, sexual identity, religion and belief, political opinion, race, colour, nationality or ethnic origin, work pattern, age, disability or HIV/AIDS status, socio-economic background, spent convictions, trade union activity or membership, on the basis of having or not having dependants, or any other irrelevant grounds.

We welcome applications from all sections of the community as we believe that a diverse workforce gives added depth to our work. Please answer the questions below, which **will not be seen by those involved in making the selection decision** and will help us ensure there is no hidden bias within our recruitment process.

Personal information

Family name	Forename		
Date of birth			
Marital status	☐ Single	☐ Married/civil partnered	☐ Widowed, separated, divorced, dissolved
Gender	☐ Male	☐ Female	

Do you have any family member or relative working at BC Botswana?	Yes ☐	No ☐
Full name of family member or relative:		
Relative Post Title:		
Relationship		
Do you have the right to live and work in Botswana	Yes ☐	No ☐

Present address					
Telephone (home)		Telephone (work)		Can we contact you at work?	☐ Yes ☐ No
Mobile		Fax number		E-mail	

When are you available to take up the job?	
What length of notice must you give?	
Please give details of your current or most recent remuneration package for an invigilation job. Candidates will be asked for documentary evidence of this if appointed.	

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

Qualifications and grades	Dates

The British Council requires three references:

May we request a reference?	☐ At any time	☐ After offer of employment
Name		
Job title/position		
Telephone		Fax

Address		
Please indicate if this is a work reference or an academic reference	☐ Work reference	☐ Academic reference

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

May we request a reference?	☐ At any time	☐ After offer of employment
Name		
Job title/position		
Telephone		Fax
Address		
Please indicate if this is a work reference or an academic reference	☐ Work reference	☐ Academic reference

If 'yes', please give details of the offence and the sentence imposed. 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 by the British Council.

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Part 2

Please note, this section of the form will be detached and given to the Recruiting Manager. The Recruiting Manager and the Interviewing Panel will have access only to information contained in this section.

Personal Information

Family name	Initials
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Disability

Section One of the Disability Discrimination Act 1995 defines a person as having a disability if he or she has a physical or mental impairment, which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. It is British Council policy to interview all applicants who are disabled and who meet the essential criteria for an advertised job.

Do you have a disability?	☐ Yes ☐ No
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Employment

Please give details of your last three jobs or employers, starting with the most recent employment. Account for all your time, including voluntary work or other periods away from work. Please be aware that it will not prejudice your application if you opt to disclose a period of ill health or a period out of formal employment (e.g. time spent at home bringing up children).

Employment History

Dates (month/year)		Location/country	
Employer		Position held	
Main achievement in the role (Max. 100 words)			

Dates (month/year)		Location/country	
Employer		Position held	
Main achievement in the role (Max. 100 words)			

Dates (month/year)		Location/country	
Employer		Position held	
Main achievement in the role (Max. 100 words)			

Declaration

I declare that the information I have provided in this application form 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. If you submit your application electronically, typing your name will be taken as being as binding as your signature.

Your signature/name		Date	
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The British Council is committed to Child Protection Policy, and this position clearly states involvement with children or young people, or a teaching job, please complete this section.

The 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 this role is subject to Criminal Records Bureau checks in the UK, and, where appropriate, equivalent systems overseas.

This position is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bindovers, including those regarded as 'spent', must be declared.

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, the elderly or disabled, 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.

N.B. If you submit your application electronically, typing your name will be taken as being as binding as your signature.

Your signature/name	Date
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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.

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.