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

### Vacancy Name: Temporary Arts Assistant

### Personal / Other Information

|  |  |  |
| --- | --- | --- |
| **First Name** | |  |
| **Last Name / Family Name** | |  |
| **Address** | |  |
| **Telephone** | |  |
| **E-mail Address** | |  |
| **Date of birth** |  | | |

|  |  |  |
| --- | --- | --- |
| **Where did you hear**  **about this vacancy?** | **LinkedIn**  **British Council Intranet**  **British Council Website**  **Dakchyata Website**  **Jobs Nepal**  **Mero Job**  **Word of Mouth**  **British Council Facebook Page**  **Referred by a Friend**  **British Council Staff**  **Others (Please mention)**  **LinkedIn** |  |

|  |  |
| --- | --- |
| **Have you worked for the**  **British Council before**  **(i.e. Employed Directly/Agency Staff/Non-Permanent Worker(NPW)/Contractor/Consultant)?:** |  |

|  |  |
| --- | --- |
| **If 'Yes' please specify when and your reason for leaving** |  |

|  |  |
| --- | --- |
| **Do you know anyone in the British Council in personal capacity (e.g Family / Friends / Ex-Colleagues)?** |  |
| **If successful, when are you available to start?** |  |
| **What is your current**  **notice period?** |  |
| **Please give us details of your current/most recent remuneration package including salary, bonuses, other benefits.**  *(Candidates will be asked for documentary evidence of this if appointed)* |  |
| **What is your package expectation (please**  **specify salary and any other benefit expectations)?:** |  |

### Employment History and Job Experience

### 1. Employment History

|  |  |  |  |
| --- | --- | --- | --- |
| **Date From** |  | **To** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Role Title** |  | **Employer** |  |

**Brief description of this post and your role**

### 2. Employment History

|  |  |  |  |
| --- | --- | --- | --- |
| **Date From** |  | **To** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Role Title** |  | **Employer** |  |

**Brief description of this post and your role**

### 3. Employment History

|  |  |  |  |
| --- | --- | --- | --- |
| **Date From** |  | **To** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Role Title** |  | **Employer** |  |

**Brief description of this post and your role**

Education/qualifications

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

|  |  |
| --- | --- |
| **Brief Decription of Qualifications** | **Date obtain** |
| 1.  2.  3.  4. |  |

### Supporting statement / Cover Letter

*(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)*

|  |
| --- |
| **Supporting Statement** |
|  |
|  |

References (*Please provide details of 3 most recent employer)*

**1.Reference details**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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 | |  | Work reference | |  | Academic/Training reference | |

**2.Reference details**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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 | |  | Work reference | |  | Academic/Training reference | |

**3.Reference details**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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 | |  | Work reference | |  | Academic/Training 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: |

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

*The British Council are committed to safeguarding children, young people and adults who we work with.*

*We believe that all children and adults everywhere in the world deserve to live in safe environments and have the right to be protected from all forms of abuse, maltreatment and exploitation as set out in article 19, UNCRC (United Nations Convention on the Rights of the Child) 1989.*

*Appointment to positions where there is direct involvement with vulnerable groups will be dependent on thorough checks being completed; these will include qualification checks, reference checks, identity & criminal record checks in line with legal requirements and with the British Council’s Safeguarding policies for Adults and Children.*

***Data Protection:***

*The British Council will use the information that you are providing for the recruitment purpose only.*

*British Council complies with data protection law in the UK and laws in other countries that meet internationally accepted standards.*

*You have the right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccuracies in that information. If you have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator.*

*For detailed information, please refer to the privacy section of our website,* [*www.britishcouncil.org/privacy*](http://www.britishcouncil.org/privacy) *or contact your local British Council office. We will keep your information for a period of 7 years from the time of collection.*