This application form is available in other formats upon request. It is in two parts: Part 1 contains personal information and is a confidential document, 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 Title:**

Programmes Intern (Part-Time, Fixed-Term)

Eligibility to work at the British Council:

|  |  |  |
| --- | --- | --- |
| Are you 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: |  |
| Address: |  | E-mail address: |  |
| Telephone no.: |  | Mobile no.: |  |

**Criminal convictions:**

|  |  |  |
| --- | --- | --- |
| Have you ever been convicted of a criminal offence? | Yes | No |
| If yes, please give details of the offence and the sentence imposed: |

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 internship is made in writing to me.

|  |  |  |  |
| --- | --- | --- | --- |
| Your signature/name: |  | Date: |  |

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

**Please state where you heard about this vacancy?**

|  |  |  |  |
| --- | --- | --- | --- |
| British Council colleague |  | Speculatively browsing British Council website |  |
| Word of mouth |  | Web advert *(please specify)* |  |
| Other *(please specify):* |

# Part 2: Professional and education-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.

**Disability:**

|  |  |  |
| --- | --- | --- |
| Do you have a disability as defined in guidance note? | Yes | 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. | Yes | No |

**Role-related experience:**

If any; covering no more than four years, starting with the most recent. You can include any relevant jobs, internships, activities, and projects (maximum five).

|  |  |  |  |
| --- | --- | --- | --- |
| Date From/To: |  | Role/organisation: |  |
| *Brief summary of role, activities and responsibilities, max 100 words:* |

|  |  |  |  |
| --- | --- | --- | --- |
| Date From/To: |  | Role/organisation: |  |
| *Brief summary of role, activities and responsibilities, max 100 words:* |

|  |  |  |  |
| --- | --- | --- | --- |
| Date From/To: |  | Role/organisation: |  |
| *Brief summary of role, activities and responsibilities, max 100 words:* |

|  |  |  |  |
| --- | --- | --- | --- |
| Date From/To: |  | Role/organisation: |  |
| *Brief summary of role, activities and responsibilities, max 100 words:* |

|  |  |  |  |
| --- | --- | --- | --- |
| Date From/To: |  | Role/organisation: |  |
| *Brief summary of role, activities and responsibilities, max 100 words:* |

**Education:**

Please give details of your educational qualifications (whether completed or ongoing, maximum three).

|  |  |  |  |
| --- | --- | --- | --- |
| Date From/To: |  | Qualification/ Diploma: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date From/To: |  | Qualification/ Diploma: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date From/To: |  | Qualification/ Diploma: |  |

# Part 3: Supporting statement

In support of your application, and referring to the advertised role, please tell us in at least 100 words, why you are suitable for this role, focusing on skills, knowledge, and what you hope to gain from the marketing internship at British Council:

*Supporting Statement:*