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|  | Venue Staff Application Form  |

This application form is available in other formats upon request.

*Please refer to the /Guidance notes/ for information about completing the Application Form*

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| Role title : **EXAMS INVIGILATOR** |

### Part 1 Personal Information

### Personal Contact details

|  |  |  |  |
| --- | --- | --- | --- |
| First name (s) |       | Family name (s) |       |
| Email address |       | Skype ID – if you have one |       |
| Telephone number (include country code) |       | Mobile / Cell phone number |       |
| Date of birth |        |
| Present contact address  |       |

**Eligibility to work at the British Council:**

|  |  |
| --- | --- |
| Are you currently legally entitled to work in Spain?  | [ ]  Yes  |
| Have you ever worked for the British Council before whether full-time or part-time, or hourly-paid? | If ‘yes’, where and when? What was your role? |
|       |       |

**Availability – Please tick on the table below:**

|  |  |  |
| --- | --- | --- |
| Are you available to work Monday to Friday a.m.? | [ ]  | Yes |
| [ ]  | No |
| Are you available to work Monday to Friday p.m.? | [ ]  | Yes |
| [ ]  | No |
| Are you available to work on Saturdays? | [ ]  | Yes |
| [ ]  | No |

### Geographies – Please tick on the table below the centre you are applying to:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Barcelona |  | Bilbao |  | Valencia |  |

### Part 2 Job-related Information

**Disability** *-* The British Council operates a Guaranteed Interview Scheme for disabled applicants who meet the minimum criteria. If you would like your application to be processed under the scheme please answer the following:

|  |  |  |
| --- | --- | --- |
| Do you have a disability as defined in the 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 |

**Employment and relevant work-related experience** (covering no more than 10 years, starting with the most recent)

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

What is the highest completed level of qualification that you have?

|  |  |  |
| --- | --- | --- |
| Relevant Education / Qualifications  | Institution | Date  |
|       |       |        |

|  |  |  |
| --- | --- | --- |
| Do you have any English language qualifications or certifcates? Eg IELTS, Cambridge English.  | If ‘yes’, which qualification / certificate and level / result.  | If yes, when did you get the qualification / certificate? |
|       |       |       |

### Part 3 Supporting statement

In support of your application, and referring to the essential requirements :

* Ability to plan methodically and carry out instructions carefully
* Ability to work well within a team
* Ability to deal with customers in a professional manner

please state why you are suitable for this role, focusing on the skills, knowledge and experience you bring. Add any extra skill or knowledge you think may be informative (e.g. ability to deal with childred/young adults) Note that this section must be completed, preferably in English.

Candidates who do not complete this section will not be shortlisted.

|  |
| --- |
| Supporting statement |
|  |

Additional information and References

**References** *– we will contact referees if you are made a provisional offer.* ***Please provide THREE REFERENCES***

1. **Your current/most recent employer / academic reference**

|  |  |  |  |
| --- | --- | --- | --- |
| Name and job title of referee |       | Name of referee’s organisation |       |
| Postal address |       |
| Email address |       | Telephone number |       |

2. **Previous employer / academic reference**

|  |  |  |  |
| --- | --- | --- | --- |
| Name and job title of referee |       | Name of referee’s organisation |       |
| Postal address |       |
| Email address |       | Telephone number |       |

3. **Personal reference** (someone who knows you well and who is not a relative).

|  |  |  |  |
| --- | --- | --- | --- |
| Name and job title of referee |       | Name of referee’s organisation |       |
| Postal address |       |
| Email address |       | Telephone number |       |

**Criminal Convictions**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Have you ever been convicted of a criminal offence? | [ ]  | Yes | [ ]  | No | If yes, please give details below 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 Criminal Records Bureau or appropriate local agency. I understand that the British Council will not carry out these checks unless an offer of employment is made in writing to me.

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

### Guidance notes for completing the application form

**Data Protection**

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 by Human Resources on the Personnel Information System.

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 do want to see a copy of your information, please contact the Data Protection Team by e-mail at Data.Protection@britishcouncil.org, or send your request to the Data Protection Team, British Council, 10 Spring Gardens, London SW1A 2BN or send to your local British Council office.

### 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.

We welcome applicants with disabilities, and will consider adjustments that can be made, if they are successful at shortlisting and interview, where they do not interfere with the requirements of exam boards and requirement of the candidates.

### Part 3 - References and additional information

Please give details of three referees that we may contact. We will only do this after we have made a conditional offer to you of work, if you are successful after shortlisting and interview.

Criminal Convictions

In the event of a positive disclosure, an applicant’s suitability to work with children will be judged on a case by case basis by taking into account the seriousness and nature of the offence/s, nature of appointment, age of offence/s and frequency of the offence/s.