

# **Guidance Notes for completing application form**

## **Part 1 - Personal Information**

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

We are only able to accept applications from individuals who are eligible to work in the country according to Morocco local labour law.

### **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 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.

## **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.

It is British Council policy to interview all applicants who are disabled and who meet the essential criteria for an advertised job.

### **Employment and relevant work-related experience**

Please give details of your work-related experience covering no more than 10 years, or since leaving full-time education if this is sooner, starting with the most recent. 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).

### **Other relevant experience**

This can include experience of volunteering, periods of travel or of roles held within the community e.g. youth or community worker etc.

### **Education / qualifications**

Please list only those qualifications specified in or related to the requirements listed in the person specification. If you have a qualification which is not directly relevant but which you feel demonstrates that you have a skill which is important to the job please list this under Other Relevant Experience saying why you think this is important.

### **Supporting Statement**

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. When writing your supporting statement please refer to the role profile and link your experience, qualifications and interests to the requirements. Your supporting statement should be succinct and to the point. It will be used for shortlisting so please ensure you highlight the relevant skills, knowledge, experience and qualifications you have relevant to the role. This can relate to information listed earlier or you can give other examples.

## **Part 3 – Additional information and References**

This part of the application form will be kept confidential and will only be seen by Human Resources.

**References**

Please provide 3 references. One from your most current/most recent employer and if possible two from previous employers. If you have no previous employer then please provide a reference from your school/university/ training provider and a personal reference from someone who knows you well but is not a relative. We will only contact referees if an offer of employment is made.

**Criminal Convictions**

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. Criminal Records Check will be required if you take up employment with the British Council and is one of the required recruitment documents.