



APPLICATION FORM

This document is best viewed on MS Word 2007 and later versions. Dropdowns may not work on earlier versions, and in this case please overwrite the text that appears as "Choose an item" with your response.

Position Applied For		Position Code (where provided)	
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Are you or your spouse/partner currently working for the FCO?	Yes / No	If yes, state for which Post.	
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1 – APPLICANT INFORMATION			
First Name		Last Name	
Do you have a National ID?	Yes / No	Type of National ID	Nationality:
Do you have a Visa for the country applied for? (for non-nationals)	Yes / No	Visa Type	
Address			
Contact Numbers	Mobile	Email	
	Home		
	Office		
How do you prefer to be contacted?		How did you hear of our vacancy? If other, state where	

Have you applied to the British Diplomatic Mission within the past 6 months?	Yes / No	If yes, please state for which vacancies.	
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2 – EDUCATION AND QUALIFICATIONS			
ACADEMIC QUALIFICATIONS. <i>Start with your highest academic qualification.</i>			
Start Date DD-MM-YYYY	End Date DD-MM-YYYY	Institution Attended	Qualification attained

OTHER QUALIFICATIONS. <i>Include your top 3 qualifications most relevant for the position applied for.</i>			
Start Date DD-MM-YYYY	End Date DD-MM-YYYY	Institution Attended	Qualification attained

LANGUAGE SKILLS. <i>Rate your language skills as Fluent / Good / Basic / None.</i>					
Language/s	Spoken <i>State your proficiency.</i>	Written <i>State your proficiency.</i>	Reading <i>State your proficiency.</i>	Test Taken / Course Attended	Score / Qualification attained
English					
Specify Language					
Specify Language					



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3 – WORK HISTORY

Start from current employment, and include all roles for the last 10 years, at least.

Organisation 1				
Start date	End date	Position	Field / Expertise	Location
Main Responsibilities and Achievements				
Reason for Leaving				
Organisation 2				
Start date	End date	Position	Field / Expertise	Location
Main Responsibilities and Achievements				
Reason for Leaving				
Organisation 3				
Start date	End date	Position	Field / Expertise	Location
Main Responsibilities and Achievements				
Reason for Leaving				
Organisation 4				
Start date	End date	Position	Field / Expertise	Location
Main Responsibilities and Achievements				
Reason for Leaving				



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4 – OTHER INFORMATION

Current Monthly Base Salary		Expected Total Annual Compensation	
Other current Monetary Benefits		Availability & willingness to travel, if necessary.	%
Other current Non-Monetary Benefits		Availability / Notice Period Required	

Have you ever been discharged or dismissed from the services of a previous employer?	Yes / No
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Have you ever been denied entry into the UK / any other country?	Yes / No
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Prior to taking up an appointment, you will be required to undergo a security vetting process which involves police and credit checks. Do you have any reservations about these requirements?	Yes / No
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If you have answered YES to any of the questions in this section, please give full details, including dates below.

5 – PROFESSIONAL REFERENCES

Referees preferred are your recent line managers who have worked with you for at least 2 years.

Referee 1 - Full Name			
Organisation		Job Title	
Phone number		Email	
Referee 2 - Full Name			
Organisation		Job Title	
Phone number		Email	

IMPORTANT: All applicants who are currently working within the FCO, or who have worked in the FCO within the past 2 years of the application date, shall agree to make available their FCO Appraisals within the mentioned period for the purpose of this recruitment.

6 – DISABILITY

The British Diplomatic Mission is an equal opportunity employer and people with disability are encouraged to apply.

If you are disabled, please state (Yes/No) whether you require any adjustments to be made to facilitate your participation in the selection process. Human Resources will contact you to discuss at a later date.	Yes or No
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7 – APPLICATION SUMMARY

Please elaborate on your suitability for the position by providing concrete detailed examples addressing the Competences and Qualifications required for the position as stated in the job advertisement.

DECLARATION

I declare that all information given above and in other materials provided in support of this application is, to the best of my belief, true and correct and that I have not suppressed any fact. I understand that any misrepresentation or omission of any fact will be sufficient cause for the cancellation of consideration for employment, or dismissal (if I have been employed).

Signature of Applicant
(Typing is sufficient)

Date

The British Diplomatic Mission is committed to a policy of equal opportunity and diversity. We welcome all applications regardless of gender, age, sexual orientation, disability, ethnicity and religion.



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Personal data will be treated in strict confidence and used for recruitment purposes only.