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| **Position Applied For** |  | **Position Code***(where provided)* |  |

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| **1 – APPLICANT INFORMATION** |
| **First Name** |  | **Last Name** |  |
| **Passport Number** |  | **National Identification No.** |  |
| **Hukou** *(Chinese Nationals)* |  |
| **Nationality** (at birth) |  | **Nationality** (current) |  |
| **Do you have a Visa for the country applied for**? (for non-nationals) | Choose an item. | **Visa Type** |  |
| **Visa start** (DD-MM-YYYY) |  |
| **Visa end** (DD-MM-YYYY) |  |
| **Address** |  | **Birth date**(DD-MM-YYYY) |  |
| **Contact Numbers** | **Mobile** |  | **Email** |  |
| **Home** |  |
| **Office** |  |
| **How do you prefer to be contacted?** | Choose an item. | **How did you hear of our vacancy?** | Choose an item. |
|  **If other, state where** |  |

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| **Have you applied to the British Diplomatic Mission within the past 6 months?** | Choose an item. | **If yes, please state for which vacancies.** |  |

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| **Are you currently working in the FCO?** | Choose an item. | **If yes, state for which Post.** |  |

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| **2 – EDUCATION AND QUALIFICATIONS** |
| **ACADEMIC QUALIFICATIONS***. Start with your highest academic qualification.* |
| **Start Date***DD-MM-YYYY* | **End Date***DD-MM-YYYY* | **Institution Attended** | **Qualification attained** |
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| **OTHER QUALIFICATIONS**.*Include your top 3 qualifications most relevant for the position applied for.* |
| **Start Date***DD-MM-YYYY* | **End Date***DD-MM-YYYY* | **Institution Attended** | **Qualification attained** |
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| **LANGUAGE SKILLS.** *Rate your language skills as**Fluent / Good / Basic / None.* |
| **Language/s** | **Spoken***State your proficiency.* | **Written***State your proficiency.* | **Reading***State your proficiency.* | **Test Taken / Course Attended** | **Score /****Qualification attained** |
| **English** | Choose an item. | Choose an item. | Choose an item. |  |  |
| **Specify Language** | Choose an item. | Choose an item. | Choose an item. |  |  |
| **Specify Language** | Choose an item. | Choose an item. | Choose an item. |  |  |

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| **3 – WORK HISTORY** *Start from current employment, and include all roles for the last 10 years, at least.* |

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| **Organisation 1** |  |
| **Start date** | **End date** | **Position** | **Field / Expertise** | **Location** |
| DD-MM-YYYY | DD-MM-YYYY |  | Choose an item. |  |
| **Main Responsibilities and Achievements** |
|  |
| **Reason for Leaving** |
|  |
| **Organisation 2** |  |
| **Start date** | **End date** | **Position** | **Field / Expertise** | **Location** |
| DD-MM-YYYY | DD-MM-YYYY |  | Choose an item. |  |
| **Main Responsibilities and Achievements** |
|  |
| **Reason for Leaving** |
|  |
| **Organisation 3** |  |
| **Start date** | **End date** | **Position** | **Field / Expertise** | **Location** |
| DD-MM-YYYY | DD-MM-YYYY |  | Choose an item. |  |
| **Main Responsibilities and Achievements** |
|  |
| **Reason for Leaving** |
|  |
| **Organisation 4** |  |
| **Start date** | **End date** | **Position** | **Field / Expertise** | **Location** |
| DD-MM-YYYY | DD-MM-YYYY |  | Choose an item. |  |
| **Main Responsibilities and Achievements** |
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| **Reason for Leaving** |
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| **4 – OTHER INFORMATION** |

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

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| **Have you ever been discharged or dismissed from the services of a previous employer?** | Choose an item. |
| **Have you ever been denied entry into the UK / any other country?** | Choose an item. |
| **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?** | Choose an item. |
| **If you have answered YES to any of the questions in this section, please give full details, including dates below.** |
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| **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.*

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| **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 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.** | Choose an item. |

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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.*** |
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| **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** | Click here to enter a 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.**

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