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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** | Choose an item. |
| **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 and which posts.** |  |

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| **Are you currently working in the FCO or Other Government Departments (OGD)** | 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. |  |  |
| **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. |  |
| **Tenure** | YR - MONTHS | **Employment Type** | Choose an item. If fixed term, please indicate end date |
| **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. |  |
| **Tenure** | YR - MONTHS | **Employment Type** | Choose an item. If fixed term, please indicate end date |
| **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. |  |
| **Tenure** | YR - MONTHS | **Employment Type** | Choose an item. If fixed term, please indicate end date |
| **Main Responsibilities and Achievements** |
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| **Reason for Leaving** |
|  |
| **Organisation 4** |  |
| **Start date** | **End date** | **Position** | **Field / Expertise** | **Location** |
| DD-MM-YYYY | DD-MM-YYYY |  | Choose an item. |  |
| **Tenure** | YR - MONTHS | **Employment Type** | Choose an item. If fixed term, please indicate end date |
| **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. |
| **Have you received any performance or behavioural warnings in the past?**  | 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** |  |
| **Referee 3 - 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 (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.** | 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. Kindly use the Situation/Task, Action and Result (STAR) format.*** |
| Choose an item. |
| Choose an item. |
| Choose an item.  |
| Choose an item.  |
| Choose an item.  |
| Choose an item.  |
| *Please use this space for any additional information you would like to add.* |

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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.