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| **Position Applied For** |  | **Position Code**  (for vacancies in China) |  |

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| **1 – APPLICANT INFORMATION** | | | | |
| **First Name** | |  | **Last Name** |  |
| **Passport Number** | |  | **For Chinese Nationals:** | |
| **Identification Number** |  |
| **Hukou** |  |
| **Nationality**  (at birth) | |  | **Nationality**  (current) |  |
| **Visa Status in the Country Applied for**  (for non-nationals) | | Choose an item. | **Visa Type** |  |
| **Visa start** (DD-MM-YYYY) |  |
| **Visa end** (DD-MM-YYYY) |  |
| **Address** | |  | | |
| **Contact Numbers** | **Mobile** |  | **Email** |  |
| **Home** |  |
| **Office** |  |
| **How do you prefer to be contacted?** | | Choose an item. | **How did you know of our vacancy?** | Choose an item. |
| **If other, state where** |  |

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

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| **Are you currently working in the FCO?** | Choose an item. | **If yes, state from 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** | | | | | |
| **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. |  |  |
| **State 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** | | | | |
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| **Reason for Leaving** | | | | |
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| **Organisation 2** |  | | | |
| **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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| **Organisation 3** |  | | | |
| **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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| **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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| **Do you suffer from any illness, injury or other disability which may be adversely affected by the requirements of this position or that may adversely affect your performance, regular attendance, personal safety or the safety of others?** | Choose an item. |
| **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 or 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. |

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| **All applicants will have to complete the following section.** | |
| **For vacancies in New Zealand,** please note in completing the following section that under the provisions of the **Criminal Records (Clean Slate) Act 2004**, you do not have to disclose details of offences against the law if you meet ALL of the following criteria:  • No convictions in the last 7 years; AND • You have never been sentenced to a custodial sentence; AND • You have never been ordered by a court following a criminal case to be detained in a hospital due to a mental condition; AND • You have no convictions for “specified offences” under the Act; AND • You have never been indefinitely disqualified from driving. | |
| **Do you have a criminal record?** | Choose an item. |
| **Have you ever been convicted or found guilty by a court of any offence in any country?**  *(Excluding parking but including all motoring offences even where a spot fine has been administered by the police.)* | Choose an item. |
| **Have you ever been put on criminal probation?** | Choose an item. |
| **Have you ever received a formal caution or been absolutely/conditionally discharged or bound over after being charged with any offence?** | Choose an item. |
| **Is there any legal action pending against you?** | 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 recent supervisors 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 for the past 2 years 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 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.**