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|  | Venue Staff Application Form |
| Role title: **EXAMS INVIGILATOR – BRITISH COUNCIL UZBEKISTAN** |

### Requirements Checklist:

### Please complete the required information below:

|  |  |  |
| --- | --- | --- |
| Do you have a minimum required certified CEFR B2 / IELTS 6.0 English language level?  | [ ]  | Yes |
| [ ]  | No |
| Have you completed compulsory secondary education? | [ ]  | Yes |
| [ ]  | No |
| Have you completed First Degree education? | [ ]  | Yes |
| [ ]  | No |
| Do you have proficient IT knowledge and ability to use related technology? Are you able to troubleshoot technical issues if required? | [ ]  | Yes |
| [ ]  | No |

I declare that all the information above is, to the best of my knowledge and belief, correct and complete. N.B Typing your name will be taken as being as binding as your signature

|  |  |  |  |
| --- | --- | --- | --- |
| Your name |       | Date |       |

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|  | Venue Staff Application Form  |

This application form is available in other formats upon request.

*Please refer to the /Guidance notes/ for information about completing the Application Form*

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| Role title: **EXAMS INVIGILATOR – BRITISH COUNCIL UZBEKISTAN** |

### Part 1

### Personal Information / Contact details

|  |  |  |  |
| --- | --- | --- | --- |
| **First name (s)** |       | **Family name (s**) |       |
| **Email address** |       | **Teams/Zoom** ID (if any) |       |
| **Mobile phone number** |       |
| **Date of birth** |        |
| **Present address** (**including city and postal code**) |  |

**Eligibility to work at the British Council**

|  |  |
| --- | --- |
| Are you legally entitled to work in Uzbekistan?  | [ ]  Yes  |
| [ ]  No |
| Have you ever worked for the British Council before whether full-time or part-time, or hourly-paid? | If ‘yes’, where and when? What was your role? |
|       |       |

**Availability - Please tick on the table below:**

|  |  |  |
| --- | --- | --- |
| Are you available for travelling within Uzbekistan?? | [ ]  | Yes |
| [ ]  | No |
| Are you available to work Monday to Friday? | [ ]  | Yes |
| [ ]  | No |
| Are you available to work on Weekends? | [ ]  | Yes |
| [ ]  | No |

**Geographies – Please tick on the table below the locations you are available to work in:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Tashkent  |  | Samarkand |  | Andijan |  |
| Ferghana |  | Namangan  |  | Bukhara |  |
| Navoi |  | Karshi |  | Jizzakh |  |
| Nukus |  | Kokand |  | Termez |  |

### Part 2 Job-related Information

**Disability** *-* The British Council operates a Guaranteed Interview Scheme for disabled applicants who meet the minimum criteria. If you would like your application to be processed under the scheme, please answer the following:

|  |  |  |
| --- | --- | --- |
| Do you have a disability as defined in the guidance note? | [ ]  | Yes |
| [ ]  | No |
| Regardless of whether you have a disability, do you require any adjustments to be made to facilitate your participation in the selection process? If yes, a member of Human Resources will contact you to ascertain how best to assist you. | [ ]  | Yes |
| [ ]  | No |

**Employment and relevant work-related experience** (covering no more than 5 years, starting with the most recent)

|  |  |  |
| --- | --- | --- |
| Are you currently employed in a language school or academy, either as an English language teacher or in an administrative or are you currently teaching English as a private teacher? | [ ]  | Yes |
| [ ]  | No |

|  |  |  |  |
| --- | --- | --- | --- |
| Date From/To |       | Role title, Employer |       |
| Date From/To |       | Role title, Employer |       |
| Date From/To |       | Role title, Employer |       |
| Date From/To |       | Role title, Employer |       |

What is the highest level of education that you have completed?

**Minimum requirement**: Completed Secondary Education / High School diploma.

|  |  |  |
| --- | --- | --- |
| Relevant Education / Qualifications  | Institution | Date  |
|       |       |        |

What is your level of English?

Minimum requirement: certified CEFR B2 / IELTS 6.0 English language level

**Note:** Please complete **ALL** the fields below**.** Copy of an English language level certificate must be provided upon request.

|  |  |  |
| --- | --- | --- |
| Do you have any English language qualifications or certificates? Eg. IELTS, Cambridge English. | If ‘yes’, which qualification / certificate and level / result.  | If yes, when did you get the qualification / certificate? |
|       |       |        |

### Part 3 Supporting statement

### In support of your application, and referring to the essential requirements:

* Ability to deal with customers in a professional manner, to a high level of service;
* Ability to follow and carry out instructions carefully;
* Ability to work effectively in a team and demonstrate good organisational skills;
* Have a strong sense of confidentiality, security and responsibility;
* Have a strong understanding of the importance of cultural awareness in a multi-cultural environment;

Please state why you are suitable for this role, focusing on the skills, knowledge and experience you bring. Add any extra skill or knowledge you think may be informative (e.g. ability to deal with children-

young adults). Candidates who do not complete this section will not be shortlisted. Note that this section must be completed, preferably in English, and should be no less than 250 words long.

|  |
| --- |
| Supporting statement |
|  |

Additional information and References

**References** *– We will contact referees if you are made a provisional offer.* ***Please provide THREE REFERENCES***

Note: Candidates who do not complete this section with three references, including a contact email, will not be shortlisted.

1. **Your current/most recent employer OR academic reference**

|  |  |  |  |
| --- | --- | --- | --- |
| Name and job title of referee |       | Name of referee’s organisation |       |
| Postal address |       |
| Email address |       | Telephone number |       |

2. **Previous employer OR academic reference**

|  |  |  |  |
| --- | --- | --- | --- |
| Name and job title of referee |       | Name of referee’s organisation |       |
| Postal address |       |
| Email address |       | Telephone number |       |

3. **Personal reference** (someone who knows you well and who is not a relative).

|  |  |  |  |
| --- | --- | --- | --- |
| Name and job title of referee |       | Name of referee’s organisation |       |
| Postal address |       |
| Email address |       | Telephone number |       |

**Criminal Convictions**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Have you ever been convicted of a criminal offence? | [ ]  | Yes | [ ]  | No | If yes, please give details below of the offence and the sentence imposed: |

I declare that I have not been convicted, nor had any criminal proceedings against me, nor have I been warned, either orally or in writing, in relation to a sexual offence or child abuse. I declare that there are no such proceedings pending against me at the date of this declaration. I know of no reason why I should be considered unsuitable for work with children, elderly or disabled people, and I have not been dismissed from such a post for malpractice.

I agree and hereby consent to providing the British Council with clearance from the Criminal Records Bureau or appropriate local agency. I understand that the British Council will not request these checks unless a conditional offer of employment is made in writing to me.

I declare that all the information I have provided in support of my application is, to the best of my knowledge and belief, correct and complete.

Warning: if you include any details that you know to be false or if you withhold relevant information, you may render yourself liable to disqualification from the recruitment exercise or, if appointed, to dismissal.

|  |  |  |  |
| --- | --- | --- | --- |
| Your name |       | Date |       |

N.B Typing your name will be taken as being as binding as your signature

### *Guidance notes for completing the application form*

**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 freelance employment with the British Council, this form will be kept on your personnel file and some details from it will be held by Human Resources on the Personnel Information System.

If your application is unsuccessful, this form will be kept on file for one year after completion of the recruitment exercise.

You have the rights to access your personal data, to ask us to correct any inaccuracies or to erase your data or to ask us to stop using your data by contacting us at exams.recruitement@britishcouncil.uz.

### 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.

We welcome applicants with disabilities, and will consider adjustments that can be made, if they are successful at shortlisting and interview, where they do not interfere with the requirements of exam boards and requirement of the candidates.

### Part 3 - References and additional information

Please give details of three referees that we may contact. **We will only do this after we have made a conditional offer to you of work, if you are successful after shortlisting and interview**. Note that all references will be checked