

**Unless otherwise stated, please fill in this form in English. 除非另外声明，请用英文填写此表格**

**Part 1 Personal Information甲部-个人资料**

|  |  |
| --- | --- |
| Job title 应聘职位 | Job reference number 职位编号Application reference number (for British Council use only) 申请人编号（由我司填写） |
|  |  |

Eligibility to work at the British Council是否可以在我们机构工作

|  |  |
| --- | --- |
| Are you eligible to work at the British Council in the country to which you have applied? 你是否有资格在职位所在的国家/地区工作？ |  [ ]  Yes 是 [ ]  No 否 |
| Are you involved or plan to be involved in IELTS teaching in any form? 你是否正在参与或计划参与任何形式的雅思教学或培训工作？ |  [ ]  Yes 是 [ ]  No 否 |
| Are you planning to take IELTS test? 你是否计划报考雅思考试？ |  [ ]  Yes 是 [ ]  No 否 |
| Nationality 国籍 |  |

**Personal details 个人信息**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname姓 |  | First name(s) 名 |  |
| Gender性别 |  [ ]  Female 女 [ ]  Male 男 | Date of birth (dd/mm/yy)生日（日/月/年） |  |
| Title称呼 |  [ ]  Ms 女士 [ ]  Mrs 夫人 [ ]  Mr 先生 |
| Present address联系地址 |  | Email address 电子邮箱 |  |
| Mobile手机 |  | Telephone (work&home)工作与家庭电话 |  |
| First language母语 |  | Date of application (dd/mm/yy)申请日期 （日/月/年） |  |
| Can we contact you at work? 是否可以在工作时间联系你  |  [ ]  Yes 可以 [ ]  No 不可以 |

**Criminal Convictions (see guidance note) 犯罪记录（请阅读所附指引）**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Have you ever been convicted of a criminal offence? 你是否曾被刑事定罪？ | [ ]  | Yes是 | [ ]  | No否 | If yes, please give details of the offence and the sentence imposed如答案为“是”，请详述犯罪事实与判罚。 |

**If you are applying for a job which clearly states involvement with children or young people, or a teaching job, please additionally complete this section.** *As these positions are exempt from the Rehabilitation of Offenders Act 1974, please detail below all convictions, cautions and bindovers, including those regarded as ‘spent’. 如果你申请的这个职位清楚地列明工作的内容会涉及到儿童和青少年，请完成此栏。根据1974年的犯罪康复法案，这些人群可以被豁免。请详细在下栏列出所有被定罪，警告或勒令出庭的信息。*

|  |
| --- |
|  |

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, the elderly or disabled, and I have not been dismissed from such a post for malpractice. 我谨声明我从未因为性侵犯或虐童而被定罪，或引起法律诉讼，或被口头或书面警告。我谨声明时至今日没有任何针对我的类似法律诉讼。我不知道有任何的原因导致我不适合与儿童、老人或残障人士一起工作，我也从没有因为这方面的原因而被除职。

I agree and hereby consent to the British Council seeking clearance from the CRB or appropriate agency. I understand that the British Council will not carry out these checks unless an offer of employment is made in writing to me. 我在此同意贵司从犯罪登记机构或相关部门核实我的无犯罪记录信息。我理解除非贵司已通过书面形式确认会录用我，否则此种核实不会进行。

|  |  |  |  |
| --- | --- | --- | --- |
| Your signature/name签名/姓名 |  | Date日期 |  |

N.B Typing your name will be taken as being as binding as your signature表上键入本人姓名将被视作等同亲笔签名。

DECLARATION OF CONFIDENTIALITY

I hereby agree to observe strict security relating to IELTS test materials and related documents.

Date: Signature:

Centre name: British Council Shanghai Centre number: CN004

Administrator’s signature: Stephanie Feng



**Unless otherwise stated, please fill in this form in English. 除非另外声明，请用英文填写此表格**

**Part 2 Job-related Information 乙部-工作信息**

|  |  |  |
| --- | --- | --- |
| Job title职位名称 | Job Location职位所在地 | Job Code 职位编号 Application reference number (for British Council use only) 申请人编号（由我司填写） |
|  |  |  |

**Personal Information 个人信息**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname姓 |  | First name(s) 名 |  |

Disability (see guidance note) 残障（请阅读所附指引）

|  |  |  |
| --- | --- | --- |
| Do you have a disability as defined in guidance note? 你是否有身体残障 | [ ]  | Yes有 |
| [ ]  | No没有 |
| 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 discuss this at a later date. 无论是否身体残障，你是否需要特别安排以方便你参与此职位的选拔？如果需要，我们人力资源的同事会与你联系确保可以帮助你。 | [ ]  | Yes需要 |
| [ ]  | No不需要 |

Employment and professional information (see guidance note)

就业和职业信息（请阅读所附指引）

|  |  |  |  |
| --- | --- | --- | --- |
| Date (from / to) 起止时间  |  | Job Type工作性质 |  [ ]  Full-time 全职 [ ]  Part-time 兼职 |
| Job title and company/organisation职位与公司/机构 |  |
| Duties (please limit to 3 main points, max 200 words) 简述所取得的主要成就，不超过三点，总共不超过100字。 |  |

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| --- | --- | --- | --- |
| Date (from / to) 起止时间  |  | Job Type工作性质 |  [ ]  Full-time 全职 [ ]  Part-time 兼职 |
| Job title and company/organisation职位与公司/机构 |  |
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| --- | --- | --- | --- |
| Date (from / to) 起止时间  |  | Job Type工作性质 |  [ ]  Full-time 全职 [ ]  Part-time 兼职 |
| Job title and company/organisation职位与公司/机构 |  |
| Duties (please limit to 3 main points, max 200 words) 简述所取得的主要成就，不超过三点，总共不超过100字。 |  |

Education/qualifications 教育背景/资历

Please give details of **relevant** educational and professional qualifications in chronological order.

请按时间顺序详述**相关**教育背景及获取的专业资格

|  |  |
| --- | --- |
| Qualifications获颁授的资格 | Dates时间 |
|  |  |
|  |  |

English language certificates 英语语言证书

Please give details of **relevant** educational and professional qualifications in chronological order.

请按时间顺序详述**相关**教育背景及获取的专业资格

|  |  |
| --- | --- |
| Qualifications获颁授的资格 | Dates时间 |
|  |  |
|  |  |

Other relevant experience (see guidance note) 其它相关的经验（请阅读所附指引）

Please give details of any additional relevant professional or other experience.

请提供其它你认为**相关**的专业的或其它经验的信息。

|  |  |
| --- | --- |
| Relevant experience 相关经验 | Dates 时间 |
|  |  |
|  |  |

Experience as an Invigilator for recognised exams (national and international)

其它公认的考试的监考经验（全国或全球）

Please give details of any additional relevant Invigilator experience.

请提供其它你认为**相关**的监考经验信息。

|  |  |  |
| --- | --- | --- |
| Subject / Scheme 科目 | Examining / Validating body 考试 | Dates 时间 |
|  |  |  |
|  |  |  |

**Work/Academic referee 工作/教育证明人**

Please give details of 3 referees.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of reference证明人姓名 |  | Employer雇主 |  |
| Job title / position职称/职位 |  | Email address证明人邮箱地址 |  |
| Telephone no.证明人电话号码 |  | Please indicate if this is a work or academic reference请指明这是工作或教育方面的证明人 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of reference证明人姓名 |  | Employer雇主 |  |
| Job title / position职称/职位 |  | Email address证明人邮箱地址 |  |
| Telephone no.证明人电话号码 |  | Please indicate if this is a work or academic reference请指明这是工作或教育方面的证明人 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of reference证明人姓名 |  | Employer雇主 |  |
| Job title / position职称/职位 |  | Email address证明人邮箱地址 |  |
| Telephone no.证明人电话号码 |  | Please indicate if this is a work or academic reference请指明这是工作或教育方面的证明人 |  |

Supporting statement附表

In support of your application, and referring to the job description and person specification, please tell us why you are suitable for this role. Your statement should not exceed 300 words.

根据你对这个工作的理解，请告诉我们为什么你适合做这份工作。请不要超过300字。

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

Working availability工作时间

Please specify your working availability through the week from Monday to Sunday

请列出每周可工作的具体时间段

|  |  |
| --- | --- |
| Working availability through the week可工作时间 | Can you travel? 可否出差 |
| Mon周一 [ ]  Tue周二 [ ]  Wed周三 [ ]  Thu周四 [ ]  Fri周五 [ ]   | 工作日：Yes 是 [ ]  No 否 [ ]  |
| Sat am 周六上午 [ ]  Sat pm 周六下午 [ ]  Sun 周日 [ ]  | 周末： Yes 是 [ ]  No 否 [ ]  |

Declaration

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. 本人谨此声明此份申请表里所提供的信息，以我最好的知识和认知能力判断，是全面且正确无误的。

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. 提醒：如果你提供了虚假的信息或隐瞒相关的资料，你将无权参与此次招聘，如果已聘用，将会被解雇。

|  |  |  |  |
| --- | --- | --- | --- |
| Your signature/name签名/姓名  |  | Date日期 |  |

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

在表上键入本人姓名将被视作等同亲笔签名

|  |
| --- |
| Please state where you heard about this vacancy? 你从何处获悉我们的招聘信息？ |
| [ ]  British Council colleague 贵司员工 [ ]  Word of mouth 其他人告诉我[ ]  Speculatively browsing British Council website 贵司网站[ ]  Press/Publication advert (please specify) 平面媒体招聘广告（请注明） \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  Web advert (please specify) 网站招聘广告（请注明）\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  Agency (please specify) 代理/猎头（请注明） \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Other (please specify) 其它（请注明) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

*For office use only:*

Date of Appointment:

The British Council collects your personal data to process your application. we will not share it with anyone else. By submitting this form you consent to us processing your personal information for this purpose. 英国文化教育协会将会使用您所提供的信息对您的申请进行审核，我们不会跟任何第三方分享您的信息。您若将此表提交给我们，表示您许可我们基于此目的处理您的个人信息。

The British Council complies with data protection law in the UK and laws in other countries that meet internationally accepted standards. You have the right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccuracies in that information. If you have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator.

英国文化教育协会遵守英国的数据保护法以及符合国际标准的其他国家的法律。您有权要求获取我们持有的有关您的信息的副本，并有权要求我们更改其中不准确的信息。如果对于我们使用您个人信息的方式有任何顾虑，您也有权向隐私监管机构提起申述。

For detailed information, please refer to the privacy section of our website([www.britishcouncil.org/privacy](http://www.britishcouncil.org/privacy)) or contact your local British Council office. We will keep your information, from the time of collection, for 4 years after the end of the activity (e.g. the end of employment or the working relationship).

如果您希望了解更多相关信息，请在我们的网站 ([www.britishcouncil.org/privacy](http://www.britishcouncil.org/privacy)) 进行查询或联系您当地的英国文化教育协会办公室。自数据被搜集之日起，我们将按照我们的数据持有政策，对您的数据保存至合作关系终止后四年。