

To:

Personal record in confidence

This form will be kept and processed for recruitment purposes only

Fundacja British Council is committed to safeguarding and promoting the welfare of children and young people, and a policy of equal opportunity and diversity, and expects all staff and stakeholders to share this commitment.

Please refer to the Guidance Note for information about completing the Application Form

Application form for the post of:

Part 1 Personal Information

| | | | |
|-----------------|--|---------------------------------|--|
| Family name | | First name | |
| Present address | | Contact postal or email address | |
| Telephone no. | | Mobile no. | |
| Date of birth | | Gender | |

| | | |
|---|------------------------------|-----------------------------|
| Are you currently legally entitled to work in Poland? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|---|------------------------------|-----------------------------|

| | |
|---|--|
| If applicable, please detail any restrictions | |
|---|--|

| |
|--|
| Please state where you heard about this vacancy? |
|--|

Part 2 Job-related Information

English Language Skills

Please list your English language qualifications (MA, BA, language certificates) or self-assess your level of English.

| Qualifications | Dates |
|----------------|-------|
| | |

Part 3 References

Please provide 3 references. One from your most current/most recent employer and if possible two from previous employers. In case you have not been employed before, we accept references from your school/university/training provider as well as character/personal references – recommendations provided by someone who knows you and can attest to your character and abilities (not your relatives). We will only contact referees if an offer of employment is made.

1.

| | | | | | | | |
|---|--------------------------|----------------|--------------------------|--------------------------------|--------------------------|--------------------|--|
| Name and job title of referee | | | | Name of referee's Organisation | | | |
| Postal address | | | | | | | |
| Email | | | | | | | |
| Telephone no | | | | Mobile no | | | |
| Please indicate if this is a work, academic/ training or personal reference | <input type="checkbox"/> | Work reference | <input type="checkbox"/> | Academic/ Training reference | <input type="checkbox"/> | Personal reference | |

2.

| | | | | | | | |
|---|--------------------------|----------------|--------------------------|--------------------------------|--------------------------|--------------------|--|
| Name and job title of referee | | | | Name of referee's Organisation | | | |
| Postal address | | | | | | | |
| Email | | | | | | | |
| Telephone no | | | | Mobile no | | | |
| Please indicate if this is a work, academic/ training or personal reference | <input type="checkbox"/> | Work reference | <input type="checkbox"/> | Academic/ Training reference | <input type="checkbox"/> | Personal reference | |

3.

| | | | | | | | |
|---|--------------------------|----------------|--------------------------|--------------------------------|--------------------------|--------------------|--|
| Name and job title of referee | | | | Name of referee's Organisation | | | |
| Postal address | | | | | | | |
| Email | | | | | | | |
| Telephone no | | | | Mobile no | | | |
| Please indicate if this is a work, academic/ training or personal reference | <input type="checkbox"/> | Work reference | <input type="checkbox"/> | Academic/ Training reference | <input type="checkbox"/> | Personal reference | |

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.

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

Data Protection

Zgodnie z polską ustawą z dnia 29 sierpnia 1997 r. o ochronie danych osobowych (Dz. U. z 2002 r. Nr 101 poz.926 z późn. zm.) oraz brytyjską ustawą o ochronie danych osobowych z 1998 roku (Data Protection Act 1998 - 1998 Chapter 29) wyrażam zgodę na gromadzenie oraz przetwarzanie przez British Council moich danych osobowych zawartych w formularzu podania o pracę dla potrzeb rekrutacji. Niniejszym przyjmuję do wiadomości, iż podanie powyższych danych jest obowiązkowe w myśl art. 22 znowelizowanego polskiego kodeksu pracy oraz, iż mam prawo dostępu do treści przekazanych danych oraz prawo do ich poprawiania.

According to Polish Data Protection Act of 29 August 1997 (Journal of Laws 2002, № 101, item 926, as amended) and British Data Protection Act 1998 (1998, Chapter 29) I hereby agree that the British Council may collect and process my personal data included in the application form for the recruitment process. I hereby acknowledge that provision of above personal data according to article 22 of amended Polish labour code is mandatory and that I have the right to access the content of my data and the right to make amendments.

Administratorem danych osobowych jest: / [The Data Controller details are as follows:](#)

Na terenie Wielkiej Brytanii: / [Within the borders of the UK:](#) Na terenie Polski: / [Within the borders of Poland:](#)

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1 Redman PI
London E20 1JQ
United Kingdom

Fundacja British Council
Koszykowa 54
00-675 Warszawa
Polska

Jeśli formularz przesyłany jest drogą elektroniczną, prosimy wpisać imię i nazwisko w polu „podpis”. Będzie to traktowane jako zgoda.

If you submit your application electronically please fill in your name in the signature box. That will be treated as your consent.

| Your signature/name | Date |
|---------------------|------|
|---------------------|------|

For British Council Centre use only:

| | |
|--|--|
| References checked – Y/N | |
| Original ID checked – Y/N (Polish identity card, passport, residency card, driving licence) | |
| Original language certificates / diplomas checked – Y/N | |
| Child protection on-line course completed - Y/N | |
| Product-specific trainings completed – Y/N | |
| Civil law contract signed – Y/N | |
| Name, date & signature of the recruiting officer (type your name in electronic version. That will be treated as your signature) | |