



Job Application Form

Please Type or Print – once completed please save in non editable Acrobat format and enclose with your CV and Covering Letter to the email provided in the job advert stating in the title of your email the name of the vacancy you are applying to.

Date of application:	Position applying for:
How did you hear about the position:	Monthly Salary range you are anticipating:

Please type or print the following information above the line.

First Name	MI	Last Name	Social Security Number/National ID No.
Street Address	City		State
Zip Code	Country	Email	
Home Telephone	Mobile Telephone	Work Telephone	

Have you filed an application here before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, give date.	
Have you ever been employed here before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, give date.	
Are you presently employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you legally eligible for employment in the country were the vacancy is available? <i>(must currently hold a permanent work permit to work in the country)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you now or will you in the future require sponsorship for an employment visa?	<input type="checkbox"/> Yes <input type="checkbox"/> No
On what date will you be available to work?	
Available to work:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary
Are you available to work overtime when necessary?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can you travel if the position requires?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any friends or relatives working for the Embassy? If so, in what department? (The answer to this question neither disqualifies you from consideration, nor enhances your employment prospects. It will be used to enforce the Embassy's policy against having one relative supervise another.)	

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EDUCATION

	School Name, City, & State	Diploma/Degree Earned	Number of Years in Attendance
High School			
College/University			
Graduate/Other			

EMPLOYMENT HISTORY/REFERENCES

Please Fill Out Completely.
Start with your present or last position held.

	Employer #1	Employer #2	Employer #3
Name of Company & Address			
Telephone Number			
Dates Employed	Start Date:	Start Date:	Start Date:
	End Date:	End Date:	End Date:
Annual Base Salary or Hourly Rate	Starting:	Starting:	Starting:
	Final:	Final:	Final:
Job Title			
Supervisor Name & Phone Number			
Job Responsibilities			
Reason for Leaving			
May we contact this employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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Job Application, Page 3 - **Please Type or Print – once completed please save in non editable acrobat format**

CERTIFICATIONS & LICENSES

List Any Certificates or Licenses you hold that may help qualify you for employment:

PROFESSIONAL OR TECHNICAL ORGANIZATIONS

List any job-related professional or technical organizations to which you belong:

(Exclude those that indicate race, color, religion, national origin, ancestry, medical condition, mental or physical disability, veteran or marital status, sex and age.)

ADDITIONAL QUESTIONS

Are there any other experiences, skills, or qualifications that you feel would especially fit you for work with our organization?

Do you have a commitment to another employer? (e.g. employment contract, agreement with post-termination restrictions, layoff/recall status)

Account here for any lapse of time not covered in your employment or educational record:

Have you ever been terminated, asked to resign or left a job without notice? If yes, explain:

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Job Application, Page 4 **Please Type or Print – once completed please save in non editable acrobat format**

ADDITIONAL COMMENTS

REPRESENTATIONS, UNDERSTANDINGS AND AGREEMENTS OF APPLICANT:

The facts set forth in my application for employment and in any resume or other documents provided for consideration in the application process are true and complete, without consequential omissions of any kind whatsoever. I understand that falsity of statements, answers or omissions made by me in this application, in any other document provided for consideration in the application process and in any oral communication shall be considered sufficient cause for immediate dismissal if I am employed. I understand that The British Embassy ("Embassy") is an equal opportunity employer and my application will be considered without regard to race, sex, religion, citizenship, veteran status, disability, age, or other protected category under federal, state or local law.

I hereby give the Embassy, the right to make a thorough investigation of my past employment, education, and activities, and I release from all liability all persons and entities supplying such information. I indemnify the Embassy and all persons responding to its inquiries against any liability which might result from making or participating in such investigation. I authorize the persons, or entities named on this application form to give any information regarding me, whether or not it is in their records.

I understand that if I am offered employment, I will, as a condition of employment, be required to submit proof of my identity and legal right to work in the country where the vacancy is available.

I understand that nothing contained in this Job Application or in the granting of an interview is intended to create an employment contract between the Embassy and myself, for either employment or for the providing of any benefit. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Embassy unless made in writing.

If accepted by the Embassy for employment, I hereby agree to abide by the directions, rules and policies of my employer whether or not in writing as they may be changed from time to time without notice. I agree that only written representations and promises signed by both myself and an officer of the Embassy will be enforceable and I understand that my employment is terminable at will by either party. I understand that no supervisor at the Embassy has the authority to change this employment at will status.

I understand that my applications will be considered current for a period of ninety days. If I wish to be considered for employment by the Embassy after that time, I understand that I must reapply. I have read, understand and agree to the foregoing Representations, Understandings and Agreements and sign the same as my own free act.

Signature of Applicant

Date

The British Embassy is an equal opportunity employer and makes all employment decisions without regard to race, gender, religion, national origin, citizenship, disability, age, sexual orientation, political affiliation or any other criterion protected by law.