



Venue Staff Application Form

Please email your application forms with all the required documents to exams@britishcouncil.or.jp.

This is form is confidential. Please do not release it to anyone else.

Staff-in-confidence

The Examination Services section is committed to a policy of equal opportunity. The Examinations Services section will use the information you provide in this form to process your application.

Part A

Personal details

Title (circle as appropriate): Miss Ms Mrs Mr Dr Other:	Surname:	First name(s):	Date of birth (Date / Month / Year):
			__ / __ / ____
Gender (circle as appropriate):	Nationality:	First language:	Date of application (Date / Month / Year):
Male Female			__ / __ / ____
Contact details:	Mobile Number:	Address:	Email address:
Do you have the right to work in Japan?	<input type="checkbox"/> Yes	Do you have a disability?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No		<input type="checkbox"/> 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, we will contact you to discuss this at a later stage.			<input type="checkbox"/> Yes
			<input type="checkbox"/> No

* The UK Disability Discrimination Act 1995 defines a person with a disability as someone who has a physical or mental impairment (including a learning or sensory

impairment) that has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities. In any country, it is British Council policy to interview all applicants who are disabled and who meet the essential criteria for an advertised job.

Employment history

Date (From / To):	Employer:	Full time / Part time:	Duties:

Experience as a venue staff member for recognised examinations (national and international)

Date (From / To):	Subject / Scheme:	Examining / Validating body:

*** Reference: please attach three professional/academic reference letters from current or former employers/academic institutions, including contact details.**

Part B

Education/qualifications

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

Qualifications and grades	Dates

English qualifications	Dates
Excellent English skills in Listening, Reading, Writing and Speaking (IELTS B1 and overall band score 6 or equivalent)	

Non-native English speakers, please attach photocopy of your most recent/highest English language proficiency certificate	
--	--

Additional information

This job is normally required from weekdays early morning to late evening. Are you available for working at that time at least once a week?	
Are you involved in or plan to be involved in any way in teaching any UK school/university/professional preparation course?	
Will you stay in Japan most of the time in the next 24 months?	
Do you have any plans to take any UK school/university/professional exams in the next 12 months?	
Who has recommended that you apply for this job?	
Have you applied for this job before?	
Is there a member of your immediate family who is working for any UK school/university/professional exam boards at present? If yes, please indicate his/her name.	

Follow-up on your application

1. Your application will be processed after all the compulsory documents are received. We will contact you in 5 working days after receiving your application.

2. A reference check will be conducted if you are shortlisted. Please provide three references in formal letter format. Your references should be your current or most recent employers or college tutors. Kindly note that references from family members or relatives will not be accepted.

3. You will be asked to submit police clearance certificate from the country you are from and the countries you have lived in before moving to Japan.

DECLARATION OF CONFIDENTIALITY

I hereby agree to observe strict security relating to British Council's test materials and related documents. I undertake not to discuss any details of the British Council's examinations with anyone or release the details of the application process to anyone.

Date:

Applicant's Signature:



Centre name: British Council Japan

Centre number: JP003

Administrator's signature:

For office use only:

Date of Appointment:
