

## 2019 British Council Cultural Skills Programme Application Form

- a. Please complete this application form in English and submit **by 18.00, 28 August 2019** to [arts@britishcouncil.org.hk](mailto:arts@britishcouncil.org.hk).
- b. Incomplete forms will not be considered.

<b>Applicant's Information</b>		
Full name in English (please list exactly as printed on passport/travel document)		Salutation
HKID number	Date of Birth (dd/mm/yy)	Nationality
Phone (work)  Phone (Mobile)		Email address
Correspondence address		
<b>Current Employment</b>		
Organisation name		
Current position in organisation		Number of years of experience in current position
Main responsibilities (please expand in detail on your responsibilities in this role)		
How many years work experience in the visual arts / museum sector do you have?		

### Work Experience

Please list your job history in the past 10 years (in reverse chronological order, excluding your current position)

Name of Employer	Position Held	Period (mm/yy)		Main responsibilities please expand in detail on your responsibilities in the role(s)
		From	To	

### Career highlights

Please highlight three of your major professional achievements (no more than 500 words)

### Additional Information

Please list other relevant unpaid, voluntary or charitable work that you have undertaken

Please list any dietary requirements / special needs / any other requirements you have (e.g. vegetarian diet, allergies, physical or sensory impairment, medical condition(s))

### Referee

Give particulars of one person who knows you well with regard to your character and work performance. The British Council may contact your referee if necessary.

#### Particulars

Name (underline surname)

Email

Phone

Organisation name and position  
(if applicable)

No. of years referee has known you

### Emergency contact

Please provide your next of kin information to enable us to make contact in the event of an emergency during the programme

Name

Relationship

Contact number

Email

### Copyright and Personal Data

#### Copyright

To facilitate adjudication, applicants agree to authorise the British Council to distribute and share relevant information contained in the Application Form to members of the British Council in Hong Kong and in the UK, and representatives/relevant departments of the visiting organisations in the UK for reference.

#### Personal Data

The British Council will use the information that you provide for administration of this British Council Cultural Skills Programme. We shall only pass this information on to representatives / relevant departments of the visiting organisations in the UK for use in administering this programme.

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.

For detailed information, please refer to the privacy section of our website, [www.britishcouncil.org/privacy](http://www.britishcouncil.org/privacy). We will keep your information for a period of 7 years from the time of collection.

**Declaration**

I, the undersigned, certify that :

1. The particulars in this application are true to the best of my knowledge.
2. The information provided in the form is true and accurate to the best of my knowledge.
3. I acknowledge that this application will not be accepted if it is late.

Signature of applicant

Name of applicant in full

Date