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How can I apply for a vacancy?

To search for a vacancy, select the role you'd like to apply for from the drop-down menu on the jobs website homepage.

You can also use the 'Search' or 'Advanced Search' tools on the homepage to look up existing vacancies.

How can I keep up to date with new vacancies?

Register for new job alerts by clicking the 'Vacancy Alert' button at the bottom of the [homepage](#).

For information about our graduate and summer internship schemes, visit our [study work create](#) here.

How will I benefit from registering my details?

Registering on our jobs website means you can search and apply for vacancies without having to enter your details every time. You can also update your details and save previous searches to access them quickly later.

You can manage your applications by setting up a personal account. That way, you can start and save an application, then return to complete it at your convenience before the vacancy closing date.

Who has access to my data once I've registered?

After you've applied for a role, your details can only be viewed by the resourcing team and the line manager responsible for the vacancy. If you are successful in securing the job, the registration form you have submitted will be used to complete the on-boarding process, including your contract of employment.

How will you keep in touch with me?

If you've applied online and included your e-mail address and contact telephone numbers, we'll use one or both of these methods to get in touch. If you applied another way, the contact details you've provided will be used.

How often are new vacancies advertised on the website?

New vacancies are advertised on the jobs website on an ongoing basis. It's worth visiting the site regularly to make sure you don't miss out on any new opportunities. Alternatively, you can register for specific vacancy alerts; please see the above question, 'How can I keep up to date with new vacancies'.

I've heard about a vacancy but I cannot see it on your website

All British Council jobs are advertised on our [jobs website](#). If the role that you're referring to is not advertised there, then it is not available to apply for.

Where can I find out more about the role?

The British Council does not disclose pay ranges when advertising roles, except for teaching roles. For salary details of a teaching role, please refer to the terms and conditions of service (TACOS) attached to the role advert.

What is the salary range for the role?

Please read through the job advert and the supporting documentation, especially the role profile. The role profile tells you the purpose of the job, its main duties and responsibilities, key relationships, visa/passport requirements, and the behaviours, skills, knowledge and experience required of the successful candidate.

What email address should I send my application or CV to?

We don't accept speculative applications or CVs. To apply for one of our vacancies, please visit our [jobs website](#) and follow the instructions.

I need to add to/edit my application before submitting. How can I do that?

You don't need to complete the application form in one visit. To give you as much flexibility as possible, the site allows you to revisit your application form as often as you need to before submitting it.

I need to add to/edit something in my submitted application. How can I do that?

It is not possible to make changes to your application once you have submitted it.

I've accidentally withdrawn my application. How can I reinstate it?

If you have accidentally withdrawn your application, please contact the technical team by clicking [here](#).

Is there a limited time for filling in an application form online?

As long as you complete and submit your application by the deadline, you can take your time over the form, saving it and going back to finish it at your leisure.

Can I send in a late application if the deadline for my application is closed?

If the deadline for your vacancy has passed, then you will not be able to apply. Please continue to visit our [jobs website](#) for future job opportunities.

Can I print off my application form to keep a copy for myself?

Yes – you can print out a summary once you have fully completed any part (or all) of the application form.

What is the status of my application?

To check the status of your application, please follow the steps:

Log in to your account to check the closing date for the vacancy and the status of your application.

If your status is 'registered, not submitted', submit your application before the closing date by clicking the 'Apply' button. You won't be able to submit your application after the closing date.

If your status is 'under consideration', you may need to wait up to six weeks from the closing date to find out if you have been shortlisted. Only applicants with this status will hear from us once shortlisting has been completed. Please note that until the shortlisting process is complete, we won't be able to provide you with updates on the status of your application.

I was not invited to interview. How can I get feedback on my application?

Due to the volume of applications we receive, we're unable to give feedback to applicants who are not invited for interview.

What is my User ID?

Your user ID is your email address.

I have forgotten my password. What do I do?

If you have forgotten your password, please click [here](#) to reset it.

How do I change my password?

If, at any time, you want to change your password, click the 'change password' link at the bottom of the screen.

I am having technical difficulties with my application form. Who can I contact?

In order to resolve the issue please try one or both of the following:

- 1) Clear the browsing history, cache and cookies
- 2) Use another browser, or computer

If the problem continues, please email a screen shot of the page and any error message you are receiving to the [technical team](#) (please click [here](#) for tips how to take a screenshot).

I've changed my email address. Can I update my details on the system?

To update your details, including your email address, please contact the technical team by clicking [here](#).

Where can I find out more about the British Council graduates and summer internship schemes?

To find out more about our graduate and summer internship schemes, please visit our [Study Work Create site](#).

What is happening with my IELTS invigilator application?

The British Council recruitment team does not deal with UK IELTS invigilator enquiries; nor do we process invigilator or examiner applications. You can follow up by emailing the address to which you sent your original application.

I am a current British Council member of staff and my GTI login details are not working. Why is that?

Your GTI login details will not work on this system. You will need to create a new account using your British Council email address when applying for a position or creating a vacancy alert.

I am a current British Council member of staff and my GTI login details are not working. Why is that?

Please refer to the [intranet pages](#) for the internal passcode.