Thisapplicationformmustbe**completedelectronically,**printed,signedandthenscannedtothe

Administrator(oranelectronicsignatureis acceptable).Allrelevantsupportingdocuments,as listed,areto

besubmittedwiththeapplication.Pleasescanandsubmitalldocumentselectronically.**Theapplicationform mustbefullycompleteforit tobeconsidered.**You

**1. PersonalDetails**

|  |  |  |
| --- | --- | --- |
| **Surname** | **First Name(s)** | **Title(e.g. Mr,Ms)** |
|  |  |  |
| **Contact address** |
|  |
| **Emailaddress** | **Telephonenumber (includeinternational codes)** |
| **Home: Work:** | **Home: Work:****Mobile:** |
| **Dateof Application** |  |

**2. Qualifications**

Youmusthavetheminimumprofessionalrequirementsof anundergraduateorMaster’sdegree,pluseithera

TEFL/TESOL/EFL/ESOLcertificateoradegree withaTEFL/TESOLfocus.

|  |  |  |
| --- | --- | --- |
| **Degree/Diploma/Certificate** | **Institution(name& location)** | **Datesofstudy****(From–To)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**3. TeachingExperience**

Youmusthaveaminimumof 3years’full-timeTEFL/TESOLteachingexperiencetoadultstudents(16years’

andover),orequivalentpart-time.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and addressofemployer****(includetelephonenumber and email address)** | **Average teaching hoursper weekto adults(aged****16or over)** | **First languageof the majority of students** | **Focusof teaching (General English,Exam preparation, Business,EAP)** | **Datesof****employment (From–To, including****months)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Otherworkexperience**

|  |  |  |
| --- | --- | --- |
| **Nameof Employer** | **Duties** | **Dates****(From–To)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**4. Experienceasanaccreditedassessor/ Examinerforrecognisedexaminations(national and international)**

|  |  |  |
| --- | --- | --- |
| **Examinationtitle(pleasedescribe the assessor role)** | **Examiningbody** | **Dates****(From–To)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**5. Professionalattributesand interpersonalskills**

**a)** PleaserespondtothequestionsinAttachmentAofthis applicationform.

**b)** PleasesendtheReferenceTemplateto your refereetobecompletedconfidentially**and emaileddirectlytothe recruitingcentre.**

**6. Englishlanguagecompetence** HaveyoutakenanIELTStest? **Yes/No** If “Yes”,whatwasyourtestdate?

**DATE:**

Whatwasyourtestscore?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Listening:** | **Reading:** | **Writing:** | **Speaking:** | **Overall BandScore:** |

Pleaserespondtothequestionsin AttachmentB of thisapplicationform.Allapplicantsmustcomplete

AttachmentB.

**7. PreviousIELTS Examiner training**

|  |  |  |  |
| --- | --- | --- | --- |
| **Haveyou ever..?** | **YES/NO** | **Dateof application/****training** | **Centrewhereyou applied/****trained** |
| **PreviouslyappliedtobeanIELTS Examiner?** |  |  |  |
| **ParticipatedinIELTS Examiner Training?** |  |  |  |

**8. Applicationformchecklist**

**Pleaseensurethatyouhaveincludedwithyour application:**

|  |  |
| --- | --- |
|  | **tickto confirm** |
| **Fullycompletedeachquestionof theapplication,providing allrequestedinformation** |  |
| **Supportingdocuments,such ascertificatesor diplomas, aslistedin section2** |  |
| **Attachment A** |  |
| **Attachment B** |  |
| **Asignaturefor eachpartofthedeclarationinsection9(next page)** |  |

**9. Declaration**

**Pleasereadandsignbelowto indicateyouragreement:**

|  |
| --- |
| **Ideclarethat theinformationI haveprovidedinthisapplicationform isfull andaccurate,to thebest ofmyknowledgeand belief, correct andcomplete.****Warning: ifyou includeanydetailsthat youknowtobefalseorifyouwithholdrelevantinformation,you mayrenderyourself liabletodisqualificationfromtherecruitment exerciseor, ifinvitedtoexamine,to theInvitation to Examinebeingwithdrawn. In addition, IELTSAustralia PtyLtd/ BritishCouncil(whicheverisappropriate)mayseektorecoverfromyouallcostsincurredby us in therecruitment, certificationand trainingprocessandanyothercostsrelatingtoyourworkasanExaminer.** |
| **Nameof applicant** |  | **Signature** |  |

**Backgroundchecks-Pleasesignbelow:**

|  |
| --- |
| **Iamawarethat ifI becomean IELTSExaminer, appropriatebackgroundchecksmaybecarriedout.Thesemayinclude: evidenceoftheright toworkin thecountry(if aforeigner);providingcopiesofID documentssuchaspassport;workingwith childrenandyoungpeoplechecks.** |
| **Nameof applicant** |  | **Signature** |  |

**Database - Pleasesignbelow:**

|  |
| --- |
| **Iamawarethat ifI becomean IELTSExaminer, all IELTSspecificinformationwill bepermanentlyheldonadatabasewhich maybeaccessedbyeitherTest Partner, Examiner SupportCoordinators(ESCs), ExaminerTrainersorIELTS Centre Administratorsat anytime.** |
| **Nameof applicant** |  | **Signature** |  |

**Verificationof documents-Pleasesignbelow:**

|  |
| --- |
| **Iagreetopaythecost of verificationofanydocumentsrequestedaspartof theIELTSExaminerrecruitment process.** |
| **Nameof applicant** |  | **Signature** |  |

**IELTSTest- Pleasesignbelow:**

|  |
| --- |
| **Iagreetopaythe IELTS test fee ifIamrequiredto take it aspart of theIELTSExaminerrecruitment process.All applicantsmust signhere,evenif an IELTStesthasalreadybeentakenortheyhave Englishastheirfirstlanguage.*NB The IELTStestfeeisthesameasthatchargedtoIELTScandidatesatthecentrewhereyouareapplying.*** |
| **Nameof applicant** |  | **Signature** |  |

**Recordingofinterview-Pleasesignbelow:**

|  |
| --- |
| **IagreetoallowIELTStorecordmyrecruitment interviewforqualityassurancepurposes.** |
| **Nameof applicant** |  | **Signature** |  |

**Signatureanddateof application:**

|  |  |
| --- | --- |
| **Applicant name** |  |
| **Applicant signature** |  |
| **Dateof application** |  |

**Pleasescan/email thispagewithyoursignatureson. Thisdocumentiskept for2yearsafteryoustopworkingasanExaminer.**

**AttachmentA–ProfessionalAttributesandInterpersonalSkills**

Inthissection you arerequiredto present evidencethatyouhavetherequiredprofessional attributesandinterpersonal skillstobecomeanIELTS Examiner(see number 4ontheapplicationform).

Give detailsofasituationyouwere in,theactionyoutookandtheoutcomeforeach ofthequestionsbelow.Ifyouanswer onaseparatesheettosubmitwithyour application youmustinclude your nameoneachpage–writenomorethan**100** wordsfor eachsituation.

**1. Describea situationinyour professionallifeinwhich effective communicationisimportant–howhaveyou ensuredthatyour own communicationis effective?**

**2. Describea situationinyour professionallifewhereyouhavehadtomaintainconfidentialityor follow procedurestoensuresecurity.**

**3. Describeataskthatyouhaveto complete accuratelyandindetail–howdoyou ensurethatyou complete thetasktotherequired standard?**

**4. Describeanoccasionwhenyoureceived andbuilt onguidanceandadvicefromothers.**

**5. What advicewouldyougivetoanewteacheronwhat isexpectedintermsof punctuality,dress code,ways of addressingothersandanyother important aspectsofthe culturalcontextinwhichyouwork?**

***Pleaseensurethatallattachmentsarecorrectlylabelled withyournameandcontactdetails.***

**AttachmentB–English LanguageCompetence**

**AllApplicantsmust completethisattachment,regardlessof nationalityandfirst language.**

**PARTA**

Readthefollowingstatementsandcircletheoneanswer thatmostaccuratelyreflects yourEnglishlanguage skills.

A1:WhenwatchingatelevisionprogrammeorvideoinEnglish,Icanunderstand

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Everything** | **Most ofthetime** | **Often** | **Rarely** | **Never** |

A2:WhenwritingareportinEnglish,I canconveymythoughtsto expressmymeaningprecisely.Icandothis

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Easily** | **Most ofthetime** | **Often** | **Rarely** | **Never** |

A3:Iam ableto understanda varietyofStandardEnglishaccents

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Easily** | **Most ofthetime** | **Often** | **Rarely** | **Never** |

A4:After readinga paragraphon languageteaching,Icansummariseitscontents

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Easily** | **Most ofthetime** | **Often** | **Rarely** | **Never** |

**PARTB**

Answer eachofthequestionsbelowinthespace provided.

|  |
| --- |
| B1:Whatwasthemainlanguagespokeninyour homewhenyouwerea smallchild? |
| B2:Wereanyother languagesspokeninyourhomewhenyouwerea child? **Yes/No**If“Yes”, listtheadditionallanguages. |
| B3:At approximatelywhat agedidyoustarttospeakEnglishregularly? |
| B4:Whatwasthemainlanguage ofinstructionwhenyoufirststartedschool? |
| B5:Were anyother languagesused inyour primary school? **Yes/No**If“Yes”, listthelanguages. |
| B6:Whatwasthemainlanguage ofinstructionatyoursecondaryschool(s)? |

|  |
| --- |
| B7:Wasanyother languageusedfor instructionatyoursecondary school? **Yes/No**If“Yes”, namethelanguage(s). |
| B8:Were yourequiredtostudyanotherlanguage ateither primaryorsecondaryschool? **Yes/No**If“Yes”, namethelanguage(s). |
| B9:Whatwasthemainlanguage ofinstructionattertiarylevel? |
| B10:Whatlanguage(s) doyouusewhenrelaxingwithfriends? |
| B11:Whatisthe officiallanguage ofthecountryinwhichyou currently live? |
| B12:Howlonghaveyoulivedinthatcountry? |
| B13Haveyoudeliveredaconference paper inEnglish? **Yes/No**If“Yes”,whatwasthetopic? |

IELTS PSNManual 2016edition–CONFIDENTIAL