



Guide to the Application Form

We have designed the application form to enable you to give us some important details about you and your motivations for becoming a trainer. We have deliberately limited the size of some of the boxes and made some answers obligatory. We hope that the application form is easy to complete but we would value your feedback to USTrainerRecruitment@cambridge.org

We suggest you take time to review the example questions document, prepare carefully to ensure you have all the information you need before you complete the online form, and make a note of the information you are providing. We estimate that the form will take around 45-60 minutes to complete.

Section 1 – Personal details - Please type carefully and check. We will use your personal email address to communicate with you, so please ensure this is correct and that your provider will not filter out emails from us.

Section 2 – Teaching and training experience – Please select the type of training you are interested in delivering for Cambridge International. This can be syllabus-specific training, or enrichment professional development, or both. Please enter all the Cambridge syllabus(es) that you have experience of teaching. Please note - you do not have to have experience of teaching Cambridge syllabuses to become an enrichment trainer.

Please list which syllabus(es) you would like to deliver training for including the syllabus code (please note - if your application is successful and you are invited to the selection event, we will ask you to deliver a slide from the training materials for a syllabus you list here, or for enrichment, one of the workshops you have selected – see *01_Guide to the trainer selection procedure* for further details).

Section 3 – Examining Experience - You are not required to have examining experience to work as an introductory level or enrichment trainer. If you do have experience as a Cambridge examiner within the last three years, you may be eligible to work as an extension level trainer.

Sections 4 – Employment - We require trainers to have had a recent attachment to a school. Please give details accordingly.

Section 5 - Key questions

This section requires responses for each of the following prompts:

- Why do you think you would make a good trainer for Cambridge International teachers? (Please give details of your attributes and experience.)
- Describe an example of a good training session you have recently attended and explain what made it an effective professional development session (please think both in terms of the trainer and the materials).
- What do you think you might find challenging when training adults?
- Identify one area of support that you might need as a new trainer for Cambridge. Explain how support in this area would have a positive impact on the training experience for delegates.
- What do you think your greatest strength as a Cambridge trainer would be? Explain why.

Please note that your answers to these questions are a very important part of the selection procedure. Please answer in your own words thinking carefully before you respond.

Section 6 – Reference - Please ensure that your referee knows you have made this application and that they will be able to make a good assessment of your capability and capacity to be a trainer.

Section 7 – Declaration - Please note that we require you to confirm all the statements in the declaration. If you are unable to do this, we unfortunately cannot proceed with your application.

Once you have completed the application form, click submit. We will contact you after the application deadline to let you know whether you will be invited to a selection event.