



## Trainer application form questions - USA June 2023

*This document is an example only. We can only accept applications submitted electronically through the link provided.*

The following is an example of the questions that you can expect to see on the application form. The answer you give to a question will determine the question you see next; for example when you arrive at the question asking if you have been a Cambridge examiner, if you select 'no' you will not see any further questions about Cambridge examining.

### ***Personal details:***

- Title (For example, Dr, Mr, Mrs, Ms, Miss)
- First Name
- Last name
- Home Address (House name/number, Street, Town, County/State, Post code/Zip code, Country)
- Telephone number
- Email address
- Please confirm your email address
- Alternate email address
- Country of residence
- Nationality

### ***The following questions relate to your teaching and training experience:***

- Which type of training are you interested in delivering? (syllabus specific, enrichment, both)
- Do you have experience teaching Cambridge International curricula? (Cambridge Primary, Cambridge Lower Secondary, IGCSE, O-Level, International AS/A-Level or Pre-U)
- Please select which Primary syllabus(es) you have experience teaching
- Please select which Lower Secondary syllabus(es) you have experience teaching
- Please select which IGCSE A\*-G syllabus(es) you have experience teaching
- Please select which AS/A-Level syllabus(es) you have experience teaching

- Which syllabus(es) are you interested in delivering training on?
- Which Enrichment Professional Development courses are you interested in delivering training on?
- How many years have you been a teacher?
- Have you led a Cambridge training session in the last 5 years?
- Have you led a training session for adults in the last 5 years?

***The following questions relate to your examining experience:***

- Do you have experience examining for other exam boards within the last 3 years?
- Please give details of your experience of examining for other boards.
- Have you been contracted by Cambridge Assessment International Education for any other purpose before (for example materials writing, project consultant etc)?

***The following questions relate to your employment history:***

- Are you currently based in a school?
- School Centre # (if known)
- Please give details of your current role (job title, school name, dates of employment)
- Please give details of your previous teaching role (job title, school name, dates of employment)
- Have you published in textbooks or journals relating to your syllabi or content area? If yes, please list which textbooks, companies, or journals you have contributed to.

***Key questions:***

- 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 and how might you overcome these challenges?
- 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.

## **Reference and Declaration Statements:**

- Please give details of a professional reference, this should be your current manager if possible. If it is not possible to use your current manager, this should be someone who has worked with you in a professional capacity within the last two years (please provide us with their name, position, place of employment, professional email address and contact phone number. Please be assured that we will not contact your reference unless you are selected as a trainer). **Selection as a trainer will not be fully confirmed until your professional reference has been contacted.**
- Declaration Statements - Please ensure that you confirm these statements before submitting your application:
  - I have read and accept the terms and conditions of the application as set out in the relevant 'Guide to the Trainer Selection Procedure' (posted on the application webpage) and am happy for Cambridge International to contact my referee. I also certify that the information given in my application is true and correct.
  - I understand that this information will not be used or stored electronically for any purposes other than providing personal information for recruitment as a trainer or to exchange relevant information with other departments within Cambridge Assessment International Education.
  - I hereby consent to the collection and use of my personal images by photography or video recording for marketing purposes of training services. I acknowledge these may be used on the Cambridge Assessment International Education website, in newsletters and publications.
  - I understand that completion of this application form is not a guarantee that I will be invited to a trainer selection event. I also understand that an invitation to a trainer selection event is not a guarantee that I will be invited to be a Cambridge International trainer.
  - I understand that the role of a Cambridge International trainer is not a full-time, permanent role within Cambridge Assessment International Education. If selected, I may be asked to deliver a few training events through the year.
  - I can confirm that I have discussed my application with my organisation, and that I have permission from my line manager to apply for this position.
- Please note that all candidates will receive a response from Cambridge regarding their application status. If you do not receive a response to your application within 3 weeks, kindly reach out. Any questions can be directed to: **UTrainerRecruitment@cambridge.org**.
- How did you hear about this opportunity?