



## Trainer application form questions – guidance

*NOTE: This document is for guidance 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.

### 1. Personal and Contact Information

- Title (For example, Dr, Mr, Mrs, Ms, Miss)
- First Name
- Last (family) name
- Home address – please include your house name/number, street, town, county/state, postcode/zip code, country
- Email address
- Mobile phone number
- Please confirm your email address
- Country of residence
- Nationality

### 2. Teaching and Training Experience

- Which type of training are you interested in delivering - syllabus/curriculum-specific, teaching and learning resources, or both?
- How many years' teaching experience do you have?
- Please select any early years and/or Cambridge Primary curricula you have experience of teaching.

- Please select any IGCSE A\*-G syllabus(es) you have experience of teaching.
- Which Cambridge University Press teaching and learning resources are you interested in delivering training on?
- Have you led a training session for teachers/adults in the last 5 years?
- Please give details of your experience of facilitating training, if relevant.

### 3. Examining Experience

- Do you have experience of examining for CAIE, or any exam boards, within the last 3 years?
- Please give details of your experience of examining, if relevant.
- Are you a programme leader for Cambridge Professional Development Qualifications (PDQs)?
- Have you previously been contracted by Cambridge Assessment International Education for any other purpose (e.g. materials writing, project consultant or for local training for example subject network groups etc)?

### 4. Employment History

- Are you currently based in a school/training organisation?
- Please give details of your **current** teaching/facilitation role (job title, school/organisation name, dates of employment).
- Please give details of your **previous** teaching/facilitation role, if applicable (job title, school/organisation name, dates of employment).

### 5. Key questions

Please write between 200-300 words for each of the longer answer questions below.

**IMPORTANT:** We will be grading your answers to these questions and they will be an important determiner in our decision-making process. Wherever possible, please give specific examples from your own experience. Please write in your own words and do not copy/paste from the internet.

- Why do you think **you** would make a good trainer for Cambridge teachers **and/or** users of Cambridge resources? (Please give details of **your** attributes and experience.)
- What do you think **you** might find challenging when training adults and how might **you** overcome these challenges?
- As a Cambridge trainer, how would **you** foster an inclusive and collaborative environment in **your** training?

## **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.)
- 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 Education to contact my reference if selected. 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 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 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 trainer.
  - I understand that the role of a Cambridge trainer is not a full-time, permanent role within Cambridge 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.
- How did you hear about this opportunity?