



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 Cambridge 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 info@cambridgeinternational.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.

Initial questions

Please confirm the type of training you are applying to become a trainer for, your location and your availability to attend the face-to-face selection event if you are selected to proceed to Stage 3 of the selection process. Please also confirm that you have read our Privacy Policy document which gives us consent to collect your data for the purposes of the application process.

Section 1 – Personal and Contact Information

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 your number of years' teaching/training experience.

Please select the syllabus/curriculum-specific training you are interested in delivering for Cambridge Assessment International Education. Please give details of your experience. You must have at least 4 years' experience of teaching any syllabus/curriculum you select.

Please select the teaching and learning resources you would like to deliver training on. Please give details of your experience. You need to be confident in demonstrating how resources can effectively be used to support teaching and learning. You do not need to have taught from the specific coursebooks before, but it would be useful if you have some knowledge of Cambridge resources.

Please note: if you don't see your syllabus/resource as an option to select, we are not currently recruiting for this.

Section 3 – Examining Experience

Please give details of any examining work you have carried out for Cambridge.

Please let us know if you are a PDQ programme leader.

Please let us know if you have been contracted by Cambridge for any other purpose in the past.

Sections 4 – Employment

Please give details of your current school/organisation. We also need to know details of your previous school/organisation, if applicable.

Section 5 - Key questions

This section requires responses of 200-300 words for each of the following prompts:

- Why do you think **you** would make a good trainer for Cambridge Assessment International Education teachers and/or teachers who use Cambridge University Press resources?
- 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?

Please note that your answers to these questions are a very important part of the selection procedure and will be graded. Please answer in your own words, drawing on your own experiences where relevant, thinking carefully before you respond.

Section 6 – Reference

Please ensure that your referee knows you have made this application. (For syllabus/curriculum training, your referee must be able to make a good assessment of your knowledge, and capacity to be a trainer, of the relevant syllabus/curriculum.)

Section 7 – Declaration

Please confirm you agree with the statements in the declaration. If you are unable to do so, we will not be able to proceed with your application. (The exception to this is the statement relating to collection and use of photos and videos, which you are not required to consent to in order to 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 the next stage of the application process.