



Trainer application form questions – guidance

NOTE: This document is for guidance only. We can only accept applications submitted electronically through the link provided on our trainer recruitment webpage.

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 (e.g. Mr, Mrs, Ms, Miss, Dr)
- 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

- How many years' teaching/training experience do you have?
- Please select any Cambridge Primary/Lower Secondary curricula you have experience of teaching.
- Please select any IGCSE A*-G syllabus(es) you have experience of teaching.

- Please select any A Level syllabus(es) you have experience of teaching.
- Are you interested in delivering Enrichment training for Cambridge International?
- Please select any Cambridge University Press Primary teaching and learning resources you are interested in delivering training on.
- Please select any Cambridge University Press Lower Secondary teaching and learning resources you are interested in delivering training on.
- Please select any Cambridge University Press IGCSE teaching and learning resources you are interested in delivering training on.
- Please select any Cambridge University Press AS/A Level teaching and learning resources you are 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.

3. Examining Experience

- Do you have experience of examining for CAIE within the last 3 years?
- Please give your CAIE creditor number, if known.
- Are you a programme leader for Cambridge Professional Development Qualifications (PDQs)?
- Have you previously been contracted by Cambridge Assessment International Education or Cambridge University Press 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 or 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 note:** we will only contact your referee if you are shortlisted to attend a face-to-face selection event.
- 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' (please refer to our Trainer Recruitment webpage) and am happy for Cambridge International Education to contact my reference if shortlisted to attend the selection event. 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.
 - If I am applying, and am subsequently selected, to be a Cambridge University Press teaching and learning resources trainer, I will not engage in the promotion and training of other publishers.

- 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 become 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.

- 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?