

# 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 [MENATrainerRecruitment@cambridge.org](mailto:MENATrainerRecruitment@cambridge.org).

*Please note that the software we are using does not allow you to save a copy of your form. 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 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 the type of training you are interested in delivering for Cambridge. This can be syllabus-specific training, Enrichment, Resources, or all. Please select all the Cambridge syllabus(es) and/or Cambridge Resources that you have experience of teaching. Please note - you do not need experience of teaching Cambridge syllabuses to become a Cambridge Resources or Enrichment trainer.

Please list syllabus(es) for which you would like to deliver training 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 Resources, the level and subject that you have selected – see *01\_Guide to the trainer selection procedure* for further details).

**Section 3 – Examining Experience** – Please give details of any examining work you have carried out.

**Sections 4 – Employment History-** We require trainers to have a current attachment to a school. Please give details accordingly.

## Section 5 - Key question

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

- What makes you a strong candidate for the role of a Cambridge trainer? Please provide specific examples of your skills, experience, and personal attributes that align with this role. Consider including details of your teaching and training background, familiarity with Cambridge curricula, successful training sessions you have led, and any feedback or impact you have made in previous professional development setting.

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, thinking carefully before you respond. We do not permit the use of GenAI and if detected your response will be downgraded.

**Section 6- Video questions** - As part of the application, you will be required to respond to three key questions in a video format. The process is designed to be clear and structured, with the necessary guidance provided on-screen. Before starting, you will have the opportunity to test your audio and visual equipment to ensure proper recordings.

For each question:

- You will be allocated time to prepare before recording your response.
- The interface will guide you through the steps, ensuring a smooth and straightforward process.
- The entire video response section will take approximately 20 minutes to complete.

Please ensure you are in a quiet and well-lit environment before beginning. This is your opportunity to present your thoughts clearly and confidently, using relevant examples from your experience.

**Section 7 – 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 knowledge of the relevant syllabus/curriculum and capacity to be a trainer.

**Section 8 – 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 the next stage of the application process.