



## Cambridge 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 you can expect 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 marker/examiner, if you select 'no' you will not see any further questions about Cambridge marking/examining.

### ***Introductory questions***

- Do you have at least 3 years' experience of teaching a Cambridge syllabus/curriculum and wish to apply to become a Cambridge syllabus trainer?
- Are you based full-time in one of the following region or countries: Chinese Mainland, Hong Kong SAR, Japan, Mongolia?
- Are you currently a full-time teacher in a Cambridge centre?
- If you progress to our final selection phase, would you be able to attend the face-to-face selection scheduled for the 30<sup>th</sup> and 31<sup>st</sup> of May 2026 in Shanghai, China?

### **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, enrichment
- How many years' teaching experience do you have?
- Please select any Cambridge Primary or Lower secondary curricula you have experience of teaching.
- Please select any IGCSE A\*-G syllabus(es) you have experience of teaching.
- Please select any AS & A Level syllabus(es) you have experience of teaching.
- Have you led a training session for teachers in the last 3 years?
- Please give details of your experience of training teachers, if relevant.

## 3. Marking (Examining) Experience

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

## 4. Employment History

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

## 5. Key question

Please write between 100-200 words for the longer answer question below.

**IMPORTANT:** We will be grading your answer to this question, and it will be an important determiner in our decision-making process. Please give specific examples from your own

*experience. Please write in your own words and do not use AI or copy/paste from the internet. Applications are checked for use of AI and if detected this could lead to your application being rejected.*

- 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.

## 6. Video Interview

*The following questions are video recorded*

As part of the application, you will be required to respond to four 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.

**Note: Chinese mandarin trainers can answer the video questions in Chinese, but all trainers for other subjects should answer the questions in English.**

## 7. Reference and Declaration Statements

- Please give details of a professional referee; 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 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.
- I hereby consent to the collection and use of my personal images at the selection event by photography or video recording for marketing purposes of training services. I acknowledge these may be used on the Cambridge 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. 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?