



## 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 and we would value your feedback, if any, to [info@cambridgeinternational.org](mailto: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 and your availability to attend the face-to-face selection event if you are selected to proceed to Stage 2 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 the type of training you are interested in delivering for Cambridge. This can be syllabus or curriculum-specific training e.g. IGCSE Biology or Primary Mathematics, and enrichment training.

Please select all the Cambridge syllabus(es) that you have experience of teaching. For teaching and learning resources training, you need to be confident in demonstrating how resources can effectively be used to support teaching and learning. We will prioritise applicants who have some experience of using Cambridge resources.

Please select the syllabus(es), curriculum and/or teaching and learning resources you would like to deliver training on.

**Please note:** if you don't see your syllabus/resource in the drop-down menu, we are not currently recruiting for this.

### Section 3 – Marking (Examining) Experience

Please give details of any marking work you have carried out.

### Section 4 – Employment

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

### **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 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.**

**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, then we 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 or not.