Guide to completing 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 trainerinfo@cambridgeinternational.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 – We are selecting trainers who have at least 4 years' experience teaching their syllabus and preferably using Cambridge University Press print and digital resources. Please select only the Cambridge syllabus(es) that you have experience of teaching.

It is beneficial if you have had some experience of training fellow teachers, or of adult education approaches.

Section 3 – Examining Experience – Please give details of any examining/ marking work you have carried out, even if it is not for Cambridge.

Section 4 – Employment History- We require trainers to have a current attachment to a Cambridge 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 answer to this question is a very important part of the selection procedure and will be graded.

Please answer **in your own words**, thinking carefully before you respond and using personal examples rather than generic ideas. We do not permit the use of GenAI and if detected your response will be downgraded.

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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 – 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.

Trainer application form questions

(*This document is an example only. We can only accept applications submitted electronically through the link provided.)

Below are 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.*

Introductory questions

- Do you have at least 4 years' experience of teaching the following Cambridge syllabuses/curricula which is required to be eligible to apply to become a Cambridge trainer?

- I am based full-time in one of the following countries: Nigeria, Ghana, Sierra Leone, Cameroon, Gambia, Ivory Coast

- Are you currently teaching in a Cambridge school?

- If successful at stage 1 you must be available to attend the Virtual showcases (delivered online) during the weeks beginning **1 March and 8 March**. If you progress to our final selection phase, would you be able to attend the face-to-face selection scheduled for your country on the **28 and 29 April 2027 in Lagos, Nigeria**?

  Note*: Limited support with travel and accommodation costs will be made available to applicants based outside Lagos, Nigeria.*

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Personal Details

- Title (For example, Dr, Mr, Mrs, Ms, Miss)
- First Name
- Last name
- Home Address (House name/number, Street, Town/City, Post code/Zip code, Country)
- Email address
- Please confirm your email address
- Mobile telephone number
- City of residence
- Nationality

*The following questions relate to your **teaching** and **training** experience*

- How many years' teaching and/training experience in total do you have?
- Do you hold a teaching qualification? If so, please list in detail and if not, share details of your educational qualifications.
- Please select the Cambridge curriculum / syllabus you have experience of teaching, and on which would like to deliver training.
- Please tell us how many years' experience you have of teaching the curriculum / syllabus you have selected.
- Which publisher's text books do you use for teaching your syllabus? (e.g.: Cambridge University Press)
- Please tell us how many years' experience you have of teaching with the textbook(s) you have selected.
- Have you led a training session for teachers/adults in the last 5 years?
- Please give details of your experience of leading a training session.

  (e.g. Topic(s) of training delivered, format i.e. virtual or in-person, how many training sessions you typically deliver in a year, type of delegates, typical number of delegates in a session)

*The following questions relate to your **examining** experience*

- Are you a registered Cambridge assessment specialist / examiner / marker?
- Which syllabus and components have you marked / examined in the last 3 years?

- Please add your Cambridge assessment specialist ID number (if known)
- Do you have experience examining for any other exam boards within the last 3 years?
- Please give details of your examining experience (board/programme, subject, syllabus, role, number of years' experience, dates):
- Have you been contracted by Cambridge for any other purpose before (e.g.: materials writing, project consultant or for local training for example stage zero, subject network groups etc)?
- Please share details of any other work that you have been contracted to conduct for Cambridge:

*The following questions relate to your **employment history***

- Please state your current school's name:
- Please enter the Centre Number:
- Please give details of your current teaching and / or leadership role:

  (Include your subject(s), syllabus(es), responsibilities)

- Have you taught in another school prior to your current teaching role?
- Please state your previous school's name:

Key question - This section requires a response of 200-300 words.

Please note that your answer to this question is a very important part of the selection procedure and will be graded. Please give specific examples from your own experience and answer in your own words, giving examples from your own experience. We do not permit the use of GenAI and if detected your application will be 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 syllabuses/curricula, successful training sessions you have led, and any feedback or impact you have made in previous professional development settings.

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Video-recorded 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 and have a good internet connection** before beginning. This is your opportunity to present your thoughts clearly and confidently, using relevant examples from your experience.

Declaration Statement

Declaration

Please confirm the following statements to submit your application. These are check boxes on the application form.

- 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 Selection webpage) and am happy for Cambridge University Press & Assessment to contact my referee if am successful at 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 University Press & Assessment.

- 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 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 with 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?

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