

Examiner Application Form

This application form must be **completed electronically**, printed, signed and then scanned to the Administrator (or an electronic signature is acceptable). All relevant supporting documents, as listed, are to be submitted with the application. Please scan and submit all documents electronically. **The application form must be fully complete for it to be considered.**

1. Personal Details

Surname	First Name(s)	Title (e.g. Mr, Ms)
Contact address		
Email address	Telephone number (include international codes)	
Home:	Home:	
Work:	Work:	
	Mobile:	
Date of Application		

2. Qualifications

You must have the minimum professional requirements of an undergraduate or Master's degree, plus either a TEFL / TESOL / EFL / ESOL Certificate or a degree with a TEFL/TESOL focus.

Degree / Diploma / Certificate	Institution (name & location)	Dates of study (From – To)

3. Teaching Experience

You must have a minimum of 3 years' full-time TEFL / TESOL teaching experience to adult students (16 years' and over), or equivalent part-time.

Name and address of employer (include telephone number and email address)	Average teaching hours per week to adults (aged 16 or over)	First language of the majority of students	Focus of teaching (General English, Exam preparation, Business, EAP)	Dates of employment (From – To, including months)

Other work experience

Name of Employer	Duties	Dates (From – To)

4. Experience as an accredited assessor / Examiner for recognised examinations (national and international)

Examination title (please describe the assessor role)	Examining body	Dates (From – To)

5. Professional attributes and interpersonal skills

- a) Please respond to the questions in Attachment A of this application form.
- b) Please send the Reference Template to your two referees to be completed confidentially **and emailed directly to the recruiting centre.**

6. English language competence

Have you taken an IELTS test? **Yes / No**

If Yes, what was your test date?

DATE:

What was your test score?

Listening:	Reading:	Writing:	Speaking:	Overall Band Score:
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Please respond to the questions in Attachment B of this application form. All applicants must complete Attachment B.

7. Previous IELTS Examiner training

Have you ever...	YES/NO	Date of application / training	Centre where you applied / trained
Previously applied to be an IELTS Examiner?			
Participated in IELTS Examiner Training?			

8. Application form checklist

Please ensure that you have included with your application:

	Write YES to confirm
Fully completed each question of the application, providing all requested information	
Supporting documents, such as certificates or diplomas, as listed in section 2	
Attachment A	
Attachment B	
A signature for each part of the declaration in section 9 (next page)	

9. Declaration

Please read and sign below to indicate your agreement:

I declare that the information I have provided in this application form is full and accurate, to the best of my knowledge and belief, correct and complete.

Warning: if you include any details that you know to be false or if you withhold relevant information, you may render yourself liable to disqualification from the recruitment exercise or, if invited to examine, to the Invitation to Examine and certification status being withdrawn. In addition, IDP:IELTS Australia Pty Ltd / British Council (whichever is appropriate) may seek to recover from you all costs incurred by us in the recruitment, certification and training process and any other costs relating to your work as an Examiner.

Name of applicant		Signature	
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Background checks - Please sign below:

I am aware that if I become an IELTS Examiner, appropriate background checks may be carried out. These may include: evidence of the right to work in the country (if a foreigner); providing copies of ID documents such as passport; working with children and young people checks.

Name of applicant		Signature	
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Database - Please sign below:

I am aware that if I become an IELTS Examiner, all IELTS specific information will be permanently held on a database which may be accessed by either Test Partner, Examiner Support Coordinators (ESCs), Examiner Trainers or IELTS Centre Administrators at any time.

Name of applicant		Signature	
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Verification of documents - Please sign below:

I agree to pay the cost of verification of any documents requested as part of the IELTS Examiner recruitment process.

Name of applicant		Signature	
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IELTS Test - Please sign below:

I agree to pay the IELTS test fee if I am required to take it as part of the IELTS Examiner recruitment process. All applicants must sign here, even if an IELTS test has already been taken or they have English as their first language. *NB The IELTS test fee is the same as that charged to IELTS candidates at the centre where you are applying.*

Name of applicant		Signature	
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Recording of interview - Please sign below:

I agree to allow IELTS to record my recruitment interview for quality assurance purposes.

Name of applicant		Signature	
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Signature and date of application:

Applicant name	
Applicant signature	
Date of application	

Please scan/email this page with your signatures on. This document is kept for 2 years after you stop working as an Examiner.

Attachment A – Professional Attributes and Interpersonal Skills

In this section you are required to present evidence that you have the required professional attributes and interpersonal skills to become an IELTS Examiner (see number 4 on the Application Form).

Give details of a situation you were in, the action you took and the outcome for each of the questions below. If you answer on a separate sheet to submit with your application you must include your name on each page – please write no more than **100** words for each situation.

- 1. Describe a situation in your professional life in which effective communication is important – how have you ensured that your own communication is effective?**

- 2. Describe a situation in your professional life where you have had to maintain confidentiality or follow procedures to ensure security.**

- 3. Describe a task that you have to complete accurately and in detail – how do you ensure that you complete the task to the required standard?**

- 4. Describe an occasion when you received and built on guidance and advice from others.**

- 5. What advice would you give to a new teacher on what is expected in terms of punctuality, dress code, ways of addressing others and any other important aspects of the cultural context in which you work?**

Please ensure that all attachments are correctly labelled with your name and contact details.

Attachment B – English Language Competence

All applicants must complete this attachment, regardless of nationality and first language.

PART A

Read the following statements and circle the one answer that most accurately reflects your English language skills.

A1: When watching a television programme or video in English, I can understand:

Everything	Most of the time	Often	Rarely	Never
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A2: When writing a report in English, I can convey my thoughts to express my meaning precisely. I can do this:

Easily	Most of the time	Often	Rarely	Never
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A3: I am able to understand a variety of Standard English accents:

Easily	Most of the time	Often	Rarely	Never
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A4: After reading a paragraph on language teaching, I can summarise its contents:

Easily	Most of the time	Often	Rarely	Never
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PART B

Answer each of the questions below in the space provided.

B1: What was the main language spoken in your home when you were a small child?
B2: Were any other languages spoken in your home when you were a child? Yes / No If Yes, list the additional languages.
B3: At approximately what age did you start to speak English regularly?
B4: What was the main language of instruction when you first started school?
B5: Were any other languages used in your primary school? Yes / No If "Yes", list the languages.
B6: What was the main language of instruction at your secondary school(s)?

B7: Was any other language used for instruction at your secondary school? Yes / No If Yes, name the language(s).
B8: Were you required to study another language at either primary or secondary school? Yes / No If Yes, name the language(s).
B9: What was the main language of instruction at tertiary level?
B10: What language(s) do you use when relaxing with friends?
B11: What is the official language of the country in which you currently live?
B12: How long have you lived in that country?
B13: Have you delivered a conference paper in English? Yes / No If Yes, what was the topic?