

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)	Gender (M/F)
Date of birth	Nationality	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 degree, plus either a TEFL/TESOL/EFL/ESOL certificate or a degree with a 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 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 referee 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?

<b>Listening:</b>	<b>Reading:</b>	<b>Writing:</b>	<b>Speaking:</b>	<b>Overall Band Score:</b>
-------------------	-----------------	-----------------	------------------	----------------------------

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:

	tick 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 being withdrawn. In addition, 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	
-------------------	--	-----------	--

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	
-------------------	--	-----------	--

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	
-------------------	--	-----------	--

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	
-------------------	--	-----------	--

Recording of interview - Please sign below:

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

Name of applicant		Signature	
-------------------	--	-----------	--

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– 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
------------	------------------	-------	--------	-------

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
--------	------------------	-------	--------	-------

A3: I am able to understand a variety of Standard English accents

Easily	Most of the time	Often	Rarely	Never
--------	------------------	-------	--------	-------

A4: After reading a paragraph on language teaching, I can summarise its contents

Easily	Most of the time	Often	Rarely	Never
--------	------------------	-------	--------	-------

### 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? <b>Yes / No</b>  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? <b>Yes / No</b>  If "Yes", list the languages.
B6: What was the main language of instruction at your secondary school(s)?

---

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



## **IELTS Examiner Minimum Professional Requirements**

Examiner applicants are required to meet the Minimum Professional Requirements (MPRs) in three areas, as outlined below.

### **1) Qualifications**

- a) An undergraduate degree or qualification(s) that can be demonstrated to be equivalent to an undergraduate degree (3 years' full time academic study).

**AND**

- b) TEFL/TESOL qualification from a recognised institution (at minimum certificate level)

**Or**

EFL / ESOL related studies completed as part of an undergraduate / post graduate award course from a recognised institution (minimum certificate level equivalent)

**Or**

A degree in Education (if supported by an undergraduate degree which includes studies focused on English language)

All qualifications must be validated by a reputable institution and accredited by a professional certification board. If requested, applicants are required to provide additional information regarding their qualifications (e.g. transcript, course curriculum, evidence of external validation, accreditation by a certification standards board etc). Any expenses related to verifying qualifications are to be paid by the applicant.

### **2) Teaching Experience**

A minimum of three years' full-time TEFL teaching experience (or equivalent part time) is required\*. Almost all of this teaching experience must relate to adult students (16 years and over).

If an applicant's EFL / ESOL qualification is at certificate level (or equivalent), one of the three years of full-time teaching experience must be post EFL / ESOL certificate qualification. If the EFL / ESOL qualification is at Diploma level or higher, the teaching experience can have been completed before the qualification.

*\* Note: 'Full-time teaching' is classified as a minimum of 14 hours of face-to-face teaching per week. Freelance and volunteer teaching is not included.*

### **3) Professional Attributes and Interpersonal Skills**

An IELTS Examiner is expected to have the following professional attributes and interpersonal skills:

- Completes tasks accurately and in sufficient detail
- Observes the need for confidentiality and security
- Responds positively to guidance and advice
- Acts professionally at all times
- Communicates effectively with colleagues and candidates and treats others with respect
- Is sensitive to cultural differences

***NOTE: Examiners are required to adhere to a Code of Practice and Confidentiality Undertaking and follow all directives from the Centre Administrator and Examiner Trainer. Information will be provided to applicants once recruitment and training have been successfully completed.***