**Global Exams Services Test Day Assistant Supervisor Application Form**

（注：\*为必填项）

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Part 1 – Personal Information** | | | | |
| \*Full name (in Chinese)﻿ |  | \*Full name (in Pinyin)﻿ | |  |
| \*Nationality |  | \*Gender | |  |
| \*Your Email Address |  | \*Your date of birth  (eg.14 Mar 1980) | |  |
| \*11 digits mobile phone number |  | Other phone number  (if any) | |  |
| \*Your base city |  |  | |  |
| Please note that generally we only accept applications from those who are based in the same cities as our test centres; no subsidies for accommodation or travel will be provided for those who travel to another city for invigilation. 请注意我们一般只接受考点所在城市的监考申请，对于跨城市参加监考工作的监考，我们不提供住宿或者额外的交通补贴。 | | | | |
|  | | | | |
| Please provide the Chinese name and contact information of at least 3 references. The referee may be asked to fill in the reference letter for us to check your employment history or education background. | | | | |
| \*Reference 1 (Full Chinese name and phone number): | | |  | |
| \*Reference 2 (Full Chinese name and phone number): | | |  | |
| \*Reference 3 (Full Chinese name and phone number): | | |  | |
| **Part 2 – Employment/Education/Qualifications** | | | | |
| \*Please specify what exam(s) you have invigilated and how many session(s) you have invigilated for each exam. (For example, xxxx exam, 6 times) | | | | |
| Exam 1 and No. of session: | | |  |  |
| Exam 2 and No. of session (Please fill in "NA" if not applicable): | | |  |  |
| Exam 3 and No. of session (Please fill in "NA" if not applicable): | | |  |  |
|  | | | | |
| \*Employment History 1 | | | | |
| Period | Job Title | | Employer | Full/Part Time |
|  |  | |  |  |
| Main duties: |  | | | |
|  | | | | |
| Employment History 2 | | | | |
| Period | Job Title | | Employer | Full/Part Time |
|  |  | |  |  |
| Main duties: |  | | | |
|  | | | | |
| Employment History 3 | | | | |
| Period | Job Title | | Employer | Full/Part Time |
|  |  | |  |  |
| Main duties |  | | | |
|  | | | | |
| \*Education | | | | |
| Highest academic degree obtained | Date | University/College | | Major |
|  |  |  | |  |
|  | | | | |
| \*Please give details of at least one of your most recent/highest English language proficiency certificates. | | | | |
| 1. | 2. | 3. | | 4. |
|  | | | | |
| \*Please give details of the professional qualifications/certificates you have or currently studying (if any), for example financial, accounting, etc.: | | | | |
| 1. | 2. | 3. | | 4. |
| **Part 3 - Evidence in support of your application** | | | | |
| \*Please submit your statement here in English. Please note that statement that's incomplete or too short (less than 250 words) may not be accepted.  Note: Please submit a statement of about 300 words in English to support your application. Your statement may include why you are interested in this role and how your skills, knowledge and experience relate to the requirements and priorities of the role. It would be more convincing if you could provide concrete exam related example(s) and evidence. | | | | |
|  | | | | |
| **Part 4 - Privacy Notice & Declaration** | | | | |
| **Privacy Notice**  British Council will use the information that you are providing in connection with processing your application of **Global Exams Services Test Day Personnel**. By submitting this form, you consent to us processing your personal information for this purpose. The legal basis for processing your information is in line with *Information security and privacy global policy statement* *(https://www.britishcouncil.org/about-us/how-we-work/policies/information-security-privacy).*  British Council complies with data protection law in the UK and laws in other countries that meet internationally accepted standards. You have the right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccuracies in that information. If you have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator.  For detailed information, please refer to the *privacy section of our website (www.britishcouncil.org/privacy)* or contact your local British Council office. We will keep your information within our data retention policies from the time of collection.  **隐私声明**  英国文化教育协会将会使用您所提供的信息为您处理**国际考试项目组考试日考务人员申请**。您若将此表提交给我们，表示您许可我们基于此目的处理您的个人信息。处理您信息的法律依据与我们的*信息安全和隐私全球政策申明*一致*(https://www.britishcouncil.org/about-us/how-we-work/policies/information-security-privacy)*。  英国文化教育协会遵守英国的数据保护法以及符合国际标准的其他国家的法律。您有权要求获取我们持有的有关您的信息的副本，并有权要求我们更改其中不准确的信息。如果对于我们使用您个人信息的方式有任何顾虑，您也有权向隐私监管机构提起申述。  如果您希望了解更多相关信息，请在*我们的网站(www.britishcouncil.org/privacy)* 进行查询或联系您当地的英国文化教育协会办公室。  自数据被搜集之日起，我们将按照我们的数据持有政策，对您的数据进行规定时长的保存。 | | | | |
| **Declaration**  ► I agree to observe the strictest security concerning Global Exams Services exams test materials and related documents. I undertake not to discuss any details of the exam with anyone. ► “The British Council believes that all children have potential and that every child matters- everywhere in the world. The British Council affirms the position that all children have the right to be protected from all forms of abuse as set out in article 19, UNCRC, 1989.”► I declare that I have never been convicted of, nor had any criminal proceedings against me, nor have I been warned, either orally or in writing, in relation to child abuse. I declare that there are no such proceedings pending against me at the date of this declaration. ► I know of no reason why I should be considered unsuitable for work with children. I have no objection if the British Council formally checks this statement. ► I understand that if I withhold any relevant information I may render myself liable to disqualification from the recruitment exercise or, if appointed, to summary dismissal. | | | | |
| \*请在下方空格内签名并填写日期表示已阅读并理解上述Privacy Notice&Declaration内容  (表上键入本人姓名将被视作等同亲笔签名) | | | | |
| Applicant's signature |  | Date | |  |