**IELTS Written Supervisor Application Form**

CONFIDENTIAL

**Part 1 Personal details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Gender** | **Nationality** | **Date of birth**(dd/mm/yyyy) |
|  |  |  |  |
| **First Language** | **Email address** | **Performance Score Balance** | **Date of application** (dd/mm/yyyy) |
|  |  |  |  |
| **Phone number(s)** | **Work:****Home:****Mobile:** | **Address** |  |

**Employment history**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date (From / To)** | **Employer** | **Full time / Part Time** | **Duties** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Experience as an Invigilator for recognised exams (national and international)**

|  |  |  |
| --- | --- | --- |
| **Date** | **Subject/Scheme** | **Examining/Validating body** |
|  |  |  |
|  |  |  |
|  |  |  |

**Working availability**

|  |  |
| --- | --- |
| Are you involved in any way in teaching IELTS preparation course?  | Yes [ ]  No [ ] If yes, please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Please specify your working availability through the week from Monday to Sunday  | Mon [ ]  Tue [ ]  Wed [ ]  Thu [ ]  Fri [ ]  Sat [ ]  Sun [ ]  |

**Reference:**

Please provide three referees including your current/most recent employer or most recent academic referees in the form below. Please email IELTS Test Day Personnel Reference Request to your three referees to complete and ask them to send the references to tdprecruitment.cq@britishcouncil.org.cn on completion.

|  |  |  |  |
| --- | --- | --- | --- |
| Referee’s name | Referee’s Position held | Phone | Email |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**DECLARATION OF CONFIDENTIALITY**

I hereby agree to observe strict security relating to IELTS test materials and related documents.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Applicant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Centre name: British Council Chongqing Centre number: CN172

Administrator’s signature:

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***For office use only:***

Date of Appointment:

**Part 2 Competencies and skills**

The Examination Services Section is committed to a policy of equal opportunity. The information you provide in this form will be used to process your application. Please do not attach a CV (or any other document) unless it has been requested as part of the recruitment process; they will not be used to make selection decisions. This is to ensure that all candidates are treated consistently.

In this section please present evidence that you have the required professional attributes and interpersonal skills to become an IELTS Written supervisor. Your answer for each criterion below must not exceed 200 words. Please give concrete examples to demonstrate your match with each criterion.

|  |  |
| --- | --- |
| **Competencies and skills** | **Evidence and comments** |
| Excellent spoken English (minimum IELTS Band 6.5 or equivalent) and Chinese |  |
| Work as part of a team |  |
| Work independently and to make decisions |  |
| Strong sense of security |  |
| Ability to provide constructive feedback |  |
| Deal with difficult situations confidently |  |

**Please explain briefly (maximum 200 words) why you would like to be an IELTS Written supervisor.**

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|  |  |  |  |
| --- | --- | --- | --- |
| Applicant’s signature |  | Date |  |