This application form can be **completed electronically,** printed, signed and then email 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: Work:** | **Home: 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. English language competence** Have you taken an ESOL test? **Yes / No** If “Yes”, what was your test date?

**DATE:**

What was your test score?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Listening:** | **Reading:** | **Writing:** | **Speaking:** | **Overall Band Score:** |

Please respond to the questions in Attachment B of this application form. All applicants must complete

Attachment B.

**6. Previous ESOL Examiner training**

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

**7. Application form checklist**

|  |  |
| --- | --- |
|  | **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)** |  |

**Please ensure that you have included with your application:**

**8. Professional attributes and interpersonal skills**

**a)** Please respond to the questions in Attachment B of this application form.

**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, ESOL 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 ESOL Examiner, all ESOL specific information will be permanently held on a database which may be accessed by Examiner Trainers or ESOL 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 ESOL Examiner recruitment process.** |
| **Name of applicant** |  | **Signature** |  |

**Recording of interview - Please sign below:**

|  |
| --- |
| **I agree to allow ESOL 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 – 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: W hen watching a television programme or video in English, I can understand

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Everything** | **Most of the time** | **Often** | **Rarely** | **Never** |

A2: W hen 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: W hat was the main language spoken in your home when you were a small child? |
| B2: W ere 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: W hat was the main language of instruction when you first started school? |
| B5: W ere any other languages used in your primary school? **Yes / No**If “Yes”, list the languages. |
| B6: W hat was the main language of instruction at your secondary school(s)? |

|  |
| --- |
| B7: W as any other language used for instruction at your secondary school? **Yes / No**If “Yes”, name the language(s). |
| B8: W ere you required to study another language at either primary or secondary school? **Yes / No**If “Yes”, name the language(s). |
| B9: W hat was the main language of instruction at tertiary level? |
| B10: W hat language(s) do you use when relaxing with friends? |
| B11: W hat 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? |

**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 ESOL 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 ques tions 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 im portant – 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?**