IELTS Examiner Application Form

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		
Home: Work:	Home: Work: Mobile:		

2. Qualifications

Undergraduate and postgraduate qualification(s)

Degree/certificates obtained	Institution (name & location)	Dates (From-To)

Teaching English to Speakers of Other Language (TESOL) qualifications (undergraduate or post graduate)

Degree / certificate obtained	Institution (name& location)	Dates (From-To)

3. Teaching Experience

Teaching Experience - last 3 years (begin with most recent or current employer)

Name and address of employer	Dates (From- To)		Average teaching hours per week	
	Telephone no. of Employer			
	Email address of employer			
Age - the majority of students were…? (tick one box)	☐ Over 16 ☐ Under 16			
What was the first language of the majority of the students?				
Types of English taught - please tick : ☐ General English ☐ English for Business	☐ Young Learners ☐ English for Academic Purposes (EAP) ☐ Examination preparation			

Name and address of employer / organisation	Dates (From- To)		Average teaching hours per week	
	Telephone no. of Employer / organization			
	Email address of employer / organisation			
Age - the majority of students were…? (tick one box)	☐ Over 16 ☐ Under 16			
What was the first language of the majority of the students?				
Types of English taught-please tick: ☐ General English ☐ English for Business	☐ Young Learners ☐ English for Academic Purposes (EAP) ☐ Examination preparation			

If you worked for more than 2 employers in the last 3 years, please continue on a separate sheet.

Teaching Experience - between 3 and 6 years ago

Name of Employer	Dates(From-To)	Duties

Please continue on a separate sheet if required.

Experience as an accredited assessor / Examiner for recognized examinations (national or international)

Date (From -To)	Examination title	Examining body

4. Professional attributes and interpersonal skills

Please respond to the questions in Attachment A of this application form.

If you are unable to provide a recent performance assessment (not more then 2 years old), a reference is required from your current or most recent employer. If you do not wish your current or most recent employer to be contacted, please give details of an alternative referee below. The referee must be someone who has worked with you as your superior in a teaching institution where you have taught English to speakers of other languages.

Name and address of alternative referee	How long did you work together?	
	What was your referee's job title at the time?	
	Telephone no. of referee	
	Email address of referee	

5. English language competence

Please respond the questions in the Attachment B of this application form.

Please sign below:

I agree to pay the IELTS test fee if I am required to take is as part of the IELTS Examiner recruitment process.			
Name of applicant		Signature	

NB The IELTS test fee is the same as that charged to IELTS candidates at the centre where you are applying.

6. 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?			

7. Supporting documents

Please ensure that you have included with your application:

☐	Originals of any certificates or diplomas listed in section 2
☐	A recent performance assessment or reference from your current or most recent employer-no older then one year before the date of application.(If do not have a recent performance assessment or reference, a reference is required from you current or most recent employer or alternative referee-see section 4 of this application form.)
☐	Any separate sheet for section 3.
☐	Attachments A and B and any separate sheet

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 will be withdrawn. In addition, IELTS Australia/ 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 jointly managed database which may be accessed by either Test partner, Examiner Support Coordinators (ESCs) 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	

Signature and date of application:

Applicant name	
Applicant signature	
Date of application	

If submitting this form by email, please ensure to either fax or scan this page with your signatures on.

Please return the completed form with supporting documents to:

Mr Sanjay Malaviya
Administrator & Chief Executive Officer
Planet EDU Pvt Ltd
101 Greenwood Plaza, Greenwood City, Sector – 45, Gurgaon – 122001, Haryana, India
Ph: +91-124-320 7071 : : Fax: +91-124-426 1131 : : Email: SanjayM@PlanetMail.in

IELTS AUSTRALIA Test Centre planet EDU

Attachment A - Professional Attributes and Interpersonal Skills

In this section you are required to present evidence that you have the required professional 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. Answer on a separate sheet which you should submit with your application-write no more than 100 words for each situation.

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

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 confidentially 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 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?**

Attachment B – English Language Competence

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? **Yes / No** (circle one) 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** (circle one). 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** (circle one). If "Yes", name the language(s).
B8: Were you required to study another language at either primary or secondary school? **Yes / No** (circle one). 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** (circle one). If "Yes", what was the topic?