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**CONFIDENTIAL**

**Invigilator Application Form – British Council Germany**

***Personal details***

|  |  |  |  |
| --- | --- | --- | --- |
| **First name(s):** | **Surname(s):** | **Date of birth:** | **Gender:** |
|  |  | Day / Month / Year |  |
| **Nationality:** | **Right to work in Germany** (delete as appropriate): | **Registered as a freelancer with local Finanzamt** (delete as appropriate): | **Currently hold an enhanced police check *Erweitertes Führungszeugnis*** (delete as appropriate): |
|  | German or European citizen/Residence permit, expiry date:/Permanent leave to remain | Yes/No, not currently | Yes/No, not currently but willing to get one |
| **Email address:** | **Address:** | **Phone number/s:** |
|  |  |  |

***Employment history***

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

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

|  |  |  |
| --- | --- | --- |
| **Date (From / To):** | **Subject / Scheme:** | **Examining / Validating body:** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

***3 professional/academic or character references to be contacted if successful at interview***

|  |  |  |
| --- | --- | --- |
| ***Name:*** | ***Institution:*** | ***Contact details:*** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |

Invigilation Onboarding Explainer

1. Interview c.30 minutes with Resources team
2. 3 work references to be provided by candidate and contacted by the British Council (preferably Arbeitszeugnisse)
3. Extended Police check provided by candidate (refunded by the British Council)
4. Online training modules and numerous IELTS forms to be completed by candidate
5. Paid observation sessions at live exams (paid by the British Council)