

**Position applying for:**                      **SUPERVISOR**                                      **INVIGILATOR**

**Personal details**

Surname (Mr/Mrs/Miss)    :	First name
Date of birth                      :	Postal address                      :
E-mail address                      :	Telephone number                      :

**Educational qualifications**

Institution	Year(s)	Qualification obtained
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**Work experience (please use additional sheets if required, and include any experience as an Exam supervisor/Invigilator). Make reference to the key skills and competencies from the Role profile**

Institution	Year(s)	Position
Brief summary of role/main achievements		

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Brief summary of role/main achievements		

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Brief summary of role/main achievements		

**Computer/IT skills**

MS Office(Word, Excel, etc.) skills?	Yes	No	
What is your MS Office competency level?	Beginner	Intermediate	Advanced

Will you be available on Saturdays?	Yes [ ]	No [ ]	
Will you be available during school holidays?	Yes [ ]	No [ ]	
Are you willing to travel to invigilate off-site examinations (in schools, etc)?	Yes [ ]	No [ ]	
Have you ever worked for British Council as a fulltime staff?	Yes [ ]	No [ ]	
If yes above, what was your reason for leaving the British Council?	Retirement [ ]	Resignation [ ]	Redundancy [ ]

**Criminal Convictions:**

Have you ever been convicted of any criminal offence?    Yes    No

If yes, please give details below, including dates, place of conviction and any legal disposition of the case.

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**Referees ( Work, Academic or Personal)**

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*Referee 1:*

Name :  
Position :  
Telephone number : Mobile number:  
Address :  
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*Referee 2:*

Name :  
Position :  
Telephone number :  
Address :  
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*Referee 3:*

Name :  
Position :  
Telephone number :  
Address :  
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**Undertaking**

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I am aware that I shall be required to conduct the examination in accordance with the institutions'/British Council's regulations. I also understand that it is my responsibility to ensure that the integrity of the examination is maintained at all times. I declare that I will not invigilate any examination for candidates who were taught by me in preparation for the same exam they are sitting for.

I declare that I have ever been convicted of, nor had any criminal proceedings against me, nor have I been warned, either orally or in writing I relation to child abuse.

I certify that the British Council requires these details so as be informed of my previous records and character.

To the best of my knowledge the information given above is accurate.

Signature

Date

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Please submit the signed application and copies of your qualifications to:  
**The CM, British Council**  
**C/O British High Commission, Avenue Winston Church, Yaounde.**