

## Application Overview for the Position of IELTS Examiner

Dear Applicant

Thank you for considering the role of an **IELTS examiner** and also for your interest in working for the British Council in Vietnam. It is advisable to look through this quick guide before starting your application process.

### **Meeting the Minimum Professional Requirements**

Before filling out the application form, please make sure you read through and completely understand the minimum requirements needed for this position as laid out in the "Examiner Minimum Professional Requirements Appendix 4" (*Examiner Minimum Professional Requirements Appendix 4.pdf*), document. You will need to **fully meet** these requirements before proceeding with your application.

### **The Application Procedure**

Please note that all applicants, **including those who are currently working elsewhere in the world as IELTS examiners**, need to complete the application form. It is also a good idea to make sure that you locate the necessary certificates or other proof of qualifications ready for verification should your application prove successful. Please be aware that for verification purposes we will need to see your original certificates and diplomas at some point in the recruitment process.

### **The Shortlisting and Interview Procedure**

Once the application is received, you will be shortlisted according to the IELTS Minimum Professional Requirements, namely the appropriate qualifications and relevant teaching experience. The information you provide in the application form is what will be evaluated at the shortlisting stage, so please ensure you complete this thoroughly. At the interview stage, these criteria will then be considered along with a *flexible and thoroughly professional attitude towards work, an ability to communicate in a sensitive and respectful manner towards staff and candidates, an ability to respond positively to support and guidance* and also to *understand and observe the need for confidentiality and security at all times*.

### **Application Hint**

It will help you in your application to become familiar with the *British Council Behaviours* (see *BC Behaviours* and *Core Skills* documents). These performance indicators form the structure of the interview and will also help you to understand what is expected of you as a British Council employee and will help you to grow professionally in the company.

### **Please Take Note**

In order to minimise the processing period, please make sure that you submit all the necessary documents as soon as possible if and when you are given an offer of employment. These will include a **Criminal Record Check** from your country of origin which can sometimes take some time to obtain. A member of staff will inform you what documents you need at that time.

### **Work Permit and Residence Card**

Under the current Labour Law in Viet Nam, you will only be allowed to work for us with a valid work permit and residence card / visa; therefore, along with your applications please kindly submit a copy of your valid work permit and residence card / visa to the same email address by the indicated deadline. The documents will be used for processing your application and signing the contract if you are offered the position.

**Letter to Referees. Appendix 5.**

Kindly the format which is attached on the British Council Vietnam together with other documents.

Please email this form to your referee to complete and send to [SEA1.VN@britishcouncil.org](mailto:SEA1.VN@britishcouncil.org)

Three reference letters are required.