Language Cert

Application for LanguageCert Quality Auditor (QA)

Please ensure you complete the application in full. All fields are mandatory to complete.

How did you hear about the post?

Briefly state why you believe you are suitable for the role of Quality Auditor of LanguageCert?

Personal Details

First name(s)		Surname	
Salutation	Mr. Mrs. Ms.		
Email		Mobile	
Work or Home phone number		Can this number be used by LanguageCert staff and/or LanguageCert centres? Yes No	
Postal Address		Country	

Availability and Resources

Maximum number of days per year that you can be available for LanguageCert Quality Assurance activities	Are there any specific times of the year when you will be unavailable to perform QA activities?
	Yes - *If so please specify the times of the year you will be unavailable:* No
Do you have sufficient IT and telecommunications access in order to efficiently communicate with LanguageCert and its centres?	Do you have daytime use of a car?
Yes No	Yes No
What is the maximum distance you would be willing to travel to perform QA activities for LanguageCert?	

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LanguageCert "Specific Criteria for Appointment"

I am proficient in general English and can deal effectively with customers in English	Languages spoken
Yes No	
Do you have any criminal convictions (other than speeding offences?)	Yes No

Academic background / qualifications

Provide brief details of **relevant** Vocational and/or Academic qualifications that you hold and for which you can provide evidence if requested (please add more rows as required)

Subject	Qualification	Date awarded	Name of the awarding institution

Courses and/or Continuous Professional Development (CPD)

Provide brief details of **relevant** courses and/or CPD you have attended (please add more rows as required)

Subject	Date(s) attended

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Professional background / history

Complete the table below giving your most recent employment first, including any part-time /ad-hoc employment (please add more rows as required)

Employment term	Employer/ Organisation	Organisation Type (e.g. College/School/ Private Training Provider, etc)	Position(s) held	Main responsibilities
From: To:				
From: To:				
From: To:				

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References

As part of the LanguageCert recruitment process we require you to provide details of two referees that we may contact. The individuals must:

- Be able to sufficiently validate your professional expertise and capability
- Be persons of good standing in the local community and/or local professional community
- Not be a family member or friend

Referee Name		Tel. No.	
Job / occupation		Email	
How long have they known you?		How do they know you?	

Referee Name		Tel. No.	
Job / occupation		Email	
How long have they known you?		How do they know you?	

Declaration

By signing this application form, I confirm:

- That the information I have given within this application form is, at the time of signing, true and accurate to the best of my knowledge
- That I read and understood the LanguageCert "Person Specification" for the Quality Auditor role and meet all the criteria
- That I will cooperate with LanguageCert in order to schedule and attend mandatory online initial training (upon my appointment as Quality Auditor)

Date	Signature

Application forms together with an up-to-date CV in English should be returned to humanres@languagecert.org