



## IELTS Examiner Recruitment process

You should send copies of the following documents to our recruitment email address:

- 1) Appendix 3 – Examiner Application Form. This document must be completed electronically, printed, and signed in the relevant fields.
- 2) Supporting documents, such as certificates or diplomas, as listed in Section 2 of the Examiner Application Form.
- 3) **Three** employment references that should be sent directly, from your referees, to our recruitment email address using *Appendix 5 Letter to referee* by the closing date for applications.

If your application is approved, you will be asked to provide the following documents.

- 1) Original copies of Certificates or Diplomas will have to be provided for verification
- 2) Spanish *Certificado Negativo de Delitos Sexuales* (you will find information below about how to obtain this document) and the equivalent from the country of nationality.  
If you are a UK citizen you will have to provide a Recent Disclosure and Barring Service (DBS) checks (previously CRB checks). The **original copies** of these documents will be required for verification.
- 3) Updated CV including your employment history.
- 4) Three forms of identification including a copy of your current passport. You can provide a copy of your driving licence, your ID card or NIE, or a utility bill with your current address.

## General procedure to obtain the Spanish certificate

The certificate can be requested by individuals. When it is received by individuals, they will provide management in their centres/departments with the original for them to check. We will be checking for a negative disclosure ("*carencia de antecedentes por delitos de naturaleza sexual*")

- 1) Online. See link below:

<https://sede.mjusticia.gob.es/es/tramites/certificado-registro-central>