

**Exams Invigilator Application Form**

*Please send your completed form to* [invigi@lsbu.ac.uk](mailto:invigi@lsbu.ac.uk)

**Please note: This job is not available for LSBU graduate /postgraduate students.**

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| **PERSONAL DETAILS** |
|  |

**Title:**

**First Name:**

**Surname:**

**Full address:**

**Email Address:**

**Mobile number:**

Are you currently a student at London South Bank University?

YES NO

**DETAILS OF RELEVANT EXPERIENCE/ TRANSFERABLE SKILLS**

Please answer the following questions in full, providing examples from your professional or educational experience.

1. What is your previous experience and your key skills & personal qualities you poses, which would make you a great invigilator?
2. What skills do you have which would make you a team player? Please give examples.
3. Examination venues have processes, which will require a strong attention to detail. Give an example or a situation, which proves you own this skill?
4. Now and again students can be difficult and sometimes aggressive. E.g those who arrive at the exam hall and are not on the seating plan. How would you deal with this situation?

**AVAILABILTY FORM**

Please highlight the days and hours in the boxes below, in order to provide us with information on your current availability to work.

|  |  |  |  |
| --- | --- | --- | --- |
| **January** | | | |
| **Days** | **Date** | **AM** | **PM** |
| Monday | 14th |  |  |
| Tuesday | 15th |  |  |
| Wednesday | 16th |  |  |
| Thursday | 17th |  |  |
| Friday | 18th |  |  |
| Monday | 21st |  |  |
| Tuesday | 22nd |  |  |
| Wednesday | 23rd |  |  |
| Thursday | 24th |  |  |
| Friday | 25th |  |  |
|  |  |  |  |

**FURTHER DETAILS**

If your application is successful, you will be required to attend a training session on Tuesday 8th January 2019.

**REGISTRATION**

We are unable to offer visa sponsorship, so you must demonstrate that you have an existing right to work in the UK.

You will be required to register with us on [www.lsbu-employment.com](http://www.lsbu-employment.com), and will be required to come into the agency to provide documents to prove you are eligible to work in the UK; if you are invited to register with LSBU Employment.

**ADDITIONAL INFORMATION**

How did you find out about us?

|  |  |
| --- | --- |
| Facebook |  |
| Instagram |  |
| Linked in |  |
| Twitter |  |
| Word of mouth |  |
| University website |  |
| Keystone |  |
| Other- Please specify |  |

**DATA PROTECTION**

Access to the information you have provided will be restricted to a small number of authorised LSBU staff. The information provided, may also be used for gathering employee statistics and equal opportunities monitoring.

I give my consent to this information being processed and stored (either by computer database or otherwise) as described above, for the duration of the Terms of Engagement to fulfil statutory or retention periods when I am no longer an employee of LSBU Employment.

I confirm that all the information provided on this form is correct and honest.

Date:

Signature

Please send your completed form to [invigi@lsbu.ac.uk](mailto:invigi@lsbu.ac.uk)

Due to the high volume of applications we receive, we are only able to contact successful applicants. If you do not hear back by Friday 25th January 2019, please assume that your application was unsuccessful.