

Directorate for the Student Experience

**APPLICATION FORM: CASUAL EXAMINATION INVIGILATOR**

**INTERVIEWS TO BE HELD:** Week commencing 6th November 2023.

**TRAINING:** Compulsory2-hour session on 5th, 8th, 10th or 11th January 2024.

**SEMESTER 1 EXAMS:** Monday 15 January – Friday 26 January 2024. It is preferable that successful applicants are available for the whole (or majority) of exam periods (morning session and afternoon session each day Monday to Friday).

Postgraduate research students may apply but will need to obtain agreement of availability during these dates with their supervisor(s).

If you do not receive an invite to interview, your application will have been unsuccessful.

Undergraduate and taught postgraduate students are not eligible for this role.

**RATE OF PAY**: £11.33 per hour

Thank you for your interest in becoming a Casual Invigilator at the University of Manchester. To apply, please download this document and complete it electronically. You should then email the completed form to: [invigilation@manchester.ac.uk](mailto:invigilation@manchester.ac.uk). *Please use ‘****Invigilator Application 2023/24****’ as the subject line.*

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| --- | --- | --- |
| Personal details | | |
| Title | Last name | First name |
|  |  |  |
| Phone - mobile |  | |
| Phone - home |  | |
| E-mail |  | |
| Address including post code |  | |
| National Insurance number |  | |
| Date of birth (DD/MM/YYYY) |  | |

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| --- |
| Skills |
| Please provide brief details on how you can **demonstrate** the key criteria listed at the end of this document and experience you have with reference to the particulars of the role. You must provide examples to demonstrate this. |
|  |

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| --- | --- |
| References | |
| Please give one referee from whom a reference may be sought. This should be someone who can assess your suitability for the role. | |
| Name | Address |
|  |  |
| Phone number | E-mail |
|  |  |
| Capacity in which known to you | |
|  | |

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| --- | --- |
| Postgraduate Research Students only | |
| Student Number |  |
| Has your supervisor agreed to you undertaking this role? | Yes  No |

|  |  |
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| Criminal convictions | |
| Have you ever been convicted of a criminal offence? (You are not required to detail spent convictions). If yes, please give details on separate sheet and submit with your application. | Yes  No |

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| Declaration | |
|  | |
| I declare that the information contained in this application is correct to the best of my knowledge. | Yes |
| I understand that I will need to confirm my right to work in the UK. | Yes |
| In accordance with UK data protection law, the information you provide on this form will be held and will not be released to any third party. If you do not continue with your application, or if you stop working as an invigilator, this information will be destroyed after 12 months. | |