**The Register of Support Providers at Queen’s University**

**Support Provider Expression of Interest Form**

When completing this form, please refer to the relevant role description(s) / person specification(s) at <https://www.qub.ac.uk/directorates/sgc/disability/SupportProviders/RoleDescriptionsandPersonSpecifications/> and provide relevant examples of how you meet the criteria for the post(s).

Please note that successful candidates are **self-employed**, are engaged on a freelance basis and should register with HMRC / acquire a UTR (unique taxpayer reference) number. Unfortunately, the Register is unable to offer any advice on working on a self-employed basis so please refer to government guidance at [www.gov.uk/working-for-yourself](http://www.gov.uk/working-for-yourself) for further information.

As positions are based on the needs of individual students, regrettably, the nature/volume of work potentially available cannot ever be guaranteed.

If you would like this form in an alternative format, please contact us directly (see last page for contact details).

**Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name:**  |  | **Preferred Name:** |  |
| **Address:**  |  |
| **Post Code:** |   | **Date of Birth:** |  |
| **Email:**  |  |
| **Telephone:** |   | **Mobile:** |  |

**Please identify any reasonable adjustments you may require should you be offered an interview:**

|  |
| --- |
|  |

**Post(s) you are interested in (please tick):**

(if you are completing this form electronically, please click on the check box to mark/unmark)

|  |  |  |
| --- | --- | --- |
| [ ]  Academic Mental Health Tutor[ ]  Autistic Spectrum Disorder Tutor[ ]  Dyslexia Tutor[ ]  Foreign Language Tutor[ ]  Mathematics & Statistics Tutor[ ]  Study Skills Tutor | [ ]  Assistive Technology Trainer[ ]  Audio Typist / Typist / ExamScribe Audio Typist[ ]  Campus Assistant[ ]  Electronic Note Taker[ ]  Exam Prompter | [ ]  Exam Scribe[ ]  Library Assistant [ ]  Note Taker[ ]  Proof Reader[ ]  Reader / Exam Reader |

**Self-Employment Status / Student Visa**

If you are residing in the UK on a student visa (previously Tier 4 student visa), you cannot be self-employed so unfortunately, we would not be able to process your expression of interest on that basis.

[ ]  I confirm I am not in the UK on a Student Visa / Tier 4 Student Visa.

**Referees**

Please supply the names of two referees\*, at least one of whom has knowledge of your recent work:

|  |  |  |
| --- | --- | --- |
| **Name** | **Occupation** | **Email Address** |
|  |  |  |
|  |  |  |

\*Your referees will not be contacted unless you are successful at interview.

**Education and Training**

Starting with the most recent first, please outline all relevant education/courses undertaken to date:

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates (from - to)** | **Institution Attended** | **Qualification and Subject** | **Grade/Level** |
|  |  |  |  |

**Work Experience**

Beginning with your current or most recent employment, please provide details of your work experience including both paid and voluntary work:

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer** | **Job Title** | **Main Duties and Responsibilities** | **Dates** |
|  |  |  |  |

**Additional Information**

Please use the space below to detail the skills, knowledge and experience you feel are relevant to the role(s) for which you have indicated your interest:

|  |
| --- |
|   |

**Declaration**

I confirm that, to the best of my knowledge, the information given on this form is correct:

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  | **Date:** |  |

**Where did you hear about The Register of Support Providers at Queen’s? (please tick)**

(if you are completing this form electronically, please click on the check box to mark/unmark)

|  |  |
| --- | --- |
|  |  |
| [ ]  Email advertisement | [ ]  Existing Support Provider  |
| [ ]  Queen’s website | [ ]  Friend / Colleague |
| [ ]  Newspaper advert | [ ]  Other (please detail): |  |

**Please return your completed forms to:**

The Register of Support Providers at Queen’s University

Disability & Wellbeing Services

One Elmwood Student Centre

77 University Road

Belfast

BT7 1NF

Email: supportprovider@qub.ac.uk

Tel: 028 9097 5275 / 028 9097 2727

Web: [www.qub.ac.uk/directorates/sgc/disability/SupportProviders/](http://www.qub.ac.uk/directorates/sgc/disability/SupportProviders/)

**If you have any queries or would like this form in an alternative format, please contact us.**