Queen's Senior Academy Tutor Application Form 2015 -16

When completing the application form, please refer to the relevant job description and personal specification and provide relevant examples of how you meet the criteria for the post.

Please note that successful candidates are **self-employed** and work on a freelance basis. As such, tutors are responsible for their own Tax and National Insurance contributions. **Please also note that work cannot be guaranteed** as positions are based on the needs of individual students.

Completed applications should be submitted to the Widening Participation Unit as soon as possible.
This is a rolling opportunity.

Name:	
Date of Birth:	
Term time address: Post Code:	
Home Address if different from above. Post code:	
Telephone (Home):	
Telephone (Mobile):	
Email:	

Please indicate the subject(s) which you wish to tutor:

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

Dates (from-to)	Institution Attended	Qualification & Subject	Grade/Level

Dates (from-to)	Institution Attended	Qualification & Subject	Grade/Level

Beginning with your current or most recent employment, please provide details of relevant work experience (paid and voluntary):

Dates (from-to)	Employer	Job Title	Main Duties & Responsibilities

Please detail the skills, knowledge and experience you have which you feel are relevant to the role of one-to-one subject specific tutoring:

Availability:

Please indicate your availability:		Y (✓)	N (✓)		Y (✓)	N (✓)
Monday	Day			Evening		
Tuesday	Day			Evening		
Wednesday	Day			Evening		
Thursday	Day			Evening		
Friday	Day			Evening		
Saturday	Day			Evening		
Sunday	Day			Evening		

What is your base location and how far you will travel from this?

Do you have access to your own transport?   Yes ☐   No ☐

Referees:

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

Name	Address	Email	Occupation

Do we have permission to contact your referees prior to interview? **YES/NO** (delete as appropriate)

Where did you hear about this post?

……………………………………………………………………………………......

……………………………………………………………………………………..

Declaration

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

Name: ………………………………………………………………………………

Signature: …………………………………………………………………………..

Date: …………………………………………………………………………………

Successful candidates will be required to submit to an Access NI check before taking up the post.

You should note that placement providers require confirmation of whether your criminal history check is clear or not. In some situations they may require access to the specific details on your Enhanced Disclosure Certificate (criminal history check) before allowing you to commence your placement. To avoid any delay with providing this information to your placement provider, and subsequently delaying the start of your placement, your signature at this section will also indicate your consent for this information to be disclosed.

Please return this application form to: Widening Participation Unit, Queen's University Belfast, Room 02.024 Student Guidance Centre, Belfast BT7 1NN or wpu@qub.ac.uk