Widening Participation Unit

Queens University Belfast

Room 01.030

Student Guidance Centre

Belfast BT7 1NN

Tel: 07391 730652

E Mail: g.heatley@qub.ac.uk

Tutor Application Form 2020/21

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.

**Tutor hours are not guaranteed as positions are based on the needs of individual students.**

*Completed applications should be submitted to the Widening Participation Unit via email to* [*g.heatley@qub.ac.uk*](mailto:g.heatley@qub.ac.uk)

Due to current Covid-19 Restrictions please be advised that all training will be done via online learning platforms, please advise of any restrictions that may prevent you from providing tutoring online:

*To assist our Tutors with online Tutoring we will be providing training prior to the tutoring starting. The training will run over 3 hours and will be provided by Academic Staff within the School of Education.*

|  |
| --- |
| Name: |
| Address:  Post Code: |
| Telephone (Home): |
| Telephone (Mobile): |
| Email: |

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

|  |
| --- |
|  |

Starting with the most recent, please outline all relevant education/courses undertaken to date including details of you’re A Level/BTEC Subjects as well as the undergraduate degree course you are currently studying (continue on another page if required):

|  |  |  |  |
| --- | --- | --- | --- |
| 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** and **qualities** you have which you feel are relevant to the role of one-to-one subject specific tutoring.

|  |
| --- |
|  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *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 |  |  |

**Referees:**

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

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Address | Email/Contact details | Position |
|  |  |  |  |
|  |  |  |  |

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

If you are shortlisted for interview, please be advised that interviews will be held via Microsoft Teams.

**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.**

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

**Date:** …………………………………………………………………………………………

Please return this application form to: Widening Participation Unit, Room 01.030, Student Guidance Centre, Queen’s University, Belfast BT7 1NN or by email to [senioracademy@qub.ac.uk](mailto:senioracademy@qub.ac.uk)

Please note, successful candidates will be required to undergo an Access NI check and attend Safeguarding Training prior to being offered tutoring hours.

If you are a student on a Tier 4 visa, the role of tutor is considered as ‘self-employed’ and unfortunately you are not eligible to engage in this business-related activity.

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

