

PERSONAL TUTORS

TUTOR APPLICATION FORM

This form can be printed, filled out and posted to us: Personal Tutors, Ashfield House, Ashfield Road, Cheadle, Cheshire SK8 1BB

Before completing the form, please be sure that you have the necessary academic qualifications - our minimum requirement is that you hold a completed university degree. If you are under the age of 21 you are unlikely to meet this minimum requirement. Any questions, please call on 0161 428 2285 or email admin@personal-tutors.co.uk

Applicant's Details

Title:	Mr / Mrs / Miss / Ms / Dr / other
Forenames:	
Surname:	
Maiden Name (if applicable)	
Address:	
Postcode:	
Telephone Numbers:	
Email Address:	

Employment and Qualifications

Present Position:	
DCFC / DCS registration (for qualified teachers)	
Academic Qualifications: (Degree/PGCE etc.)	
Date of Birth:	
Nationality:	
Where did you hear of Personal Tutors? (please be specific)	

Tuition Offered:

Please tick the box representing the levels at which you are prepared to teach any of the subjects listed
(Tutors in Scotland should substitute GCSE with National Qualifications and 'A' Level with Highers and Advanced Highers)

Secondary Level	Biology	Chemistry	English	French	German	Combined & Additional Science	Geography	History	ICT/ IT Computer Studies	Maths	Physics
'A' Level											
G.C.S.E.											
Lower Secondary											

Lower Secondary Basic Skills (Key Stage 3)	Maths and English Basic Skills
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Primary Level (Key Stages 1 & 2)	Maths & English Basic Skills	Maths Only	English & Reading Only
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I am prepared to give tuition at:

The pupils home only
 My home only
 Either home

Please indicate the number of hours per week you can devote to tuition:

After 4 pm weekdays and weekends: hours
 Other times: hours

References

Please supply the names, email addresses and postal addresses of two people who will be prepared to act as referees for you. Providing details of a third referee is helpful in case one of your first two does not reply. We prefer to contact someone with whom you have had a formal relationship (employer, college tutor, colleague, line manager, solicitor etc.)

Referee 1 Name and address: Postcode:	Email Address:
	Occupation:
	Relationship to you:
Referee 2 Name and address: Postcode:	Email Address:
	Occupation:
	Relationship to you:
Referee 3 Name and address: Postcode:	Email Address:
	Occupation:
	Relationship to you:

Your Tutor Profile: Please see the notes provided and compose your profile on page 3.

Your Profile will be visible on the Personal Tutors website with your tutor number and other non-personal information and it is of great help to potential clients in their choice of tutor.

Do you have a DBS Enhanced Check or CRB Enhanced Disclosure?

- Yes** If yes, you are able to submit a high resolution photograph taken on your mobile phone - or a scan - of your latest Enhanced CRB disclosure or Enhanced DBS check. We will require the both the front and back of each page and please ensure that the whole of the document is visible
- No** If no, then by signing this form, you are giving permission for such a check to be carried out. We will post the DBS Application form to you on they day we process your Tutor Application form. **The fee charged by the DBS for this check is £44 and we charge no additional administration fee for the work we do in this process.** We are committed to complying with the DBS Code of Practice which is published on the DBS Website - www.gov.uk/dbs

Declaration:

This work involves substantial opportunity for access to children and is therefore exempt from the Rehabilitation of Offenders Act 1974. You are therefore required to declare any convictions, cautions, reprimands or final warnings you may have even if they are otherwise considered spent under the Act.

Please indicate if you need to declare: NO: YES:

I declare that the information given above is true and complete. I understand that the obligation to collect and forward the agency commission at the stipulated time is a contractual agreement between myself and the agency and failure to comply with this obligation will lead to me being removed from the active list and no further leads will be provided:

Signed:		Date:	
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Please post your fully completed application form to us. If you wish you may enclose a complete photocopy or scanned copy of both sides of your DBS or CRB certificate: Personal Tutors, Ashfield House, Ashfield Road, Cheadle, Cheshire SK8 1BB

All tutors are self-employed and are responsible for any tax and national insurance which may be due.

Whilst we supply registered tutors with as many introductions as possible, unfortunately we will be unable to continue to do so (without notice) if the number of lessons ensuing is significantly lower than the average and consequently not viable for the agency.

Your Tutor Profile: Please compose your profile below.

Take time and care whilst compiling this self-advertisement, as we have found that pupils are greatly influenced by it when selecting a tutor. Your Profile will be visible on the Personal Tutors website with your tutor number and other non-personal information and it is of great help to potential clients in their choice of tutor. Your Profile should be a summary of your main qualifications, teaching/tutoring experience and your approach to tuition – it may help to see the examples at <http://www.personal-tutors.co.uk/tutor-profiles.html>

Please only mention the subjects we offer, keeping it relevant to tutoring. **Your profile should not exceed 650 characters/spaces in order to display correctly on our website. (Personal Tutors retain the right to abridge or amend profiles to conform with Company policy.)**