

Knowledge Seekers New Tutor Application Form

Guidance:

- Before completing this application please be clear that we expect at least one academic year's commitment from every tutor that comes on board.
- Please complete by editing this form as a Word document, save as 'YOUR NAME New Tutor Application' and email to alexandra@knowledgeseekers.co.uk and sarah@knowledgeseekers.co.uk.

A. General Details

Full Name:

Mobile Phone:

Home Phone:

Email:

Address:

Postcode:

Do you hold a current Enhanced CRB/DBS? (valid for up to 3 years) If so, please give the date and disclosure number.

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B. Qualifications and Relevant Experience

Please give details of these below, including any current courses you are on, (institution, qualification type, class/grade and date awarded), as well as any other relevant qualifications you hold:

Post-18 Education:

GRADE	LEVEL	SUBJECT	INSTITUTION	DATE GAINED

A-Levels:

Name and address of sixth form, college or educational centre:

(add extra rows if appropriate)

GRADE	LEVEL	SUBJECT	INSTITUTION	DATE GAINED

GCSEs:

Name and address of school/educational centre:

(add extra rows if appropriate)

GRADE	LEVEL	SUBJECT	INSTITUTION	DATE GAINED

Relevant Work Experience:

TITLE OF ROLE	DATES (FROM-TO)	BRIEF OUTLINE OF RESPONSIBILITIES	ANY OTHER REVEVANT INFORMATION

X. Subjects and Levels

Please list your subjects and put a 'Y' in the levels you would like to teach.

Subjects - Eng/Wales	Pre-school Foundation (2-5 Yrs)	Key Stage 1 (5-7 Years)	Key Stage 2 (7-11 Years)	Key Stage 3 (11-14 Years)	GCSE	A Level	Int'l Bac	University	Adult	SEN
School Entrance Exams (English, maths, verbal reasoning and non-verbal reasoning)										
<i>Please detail schools/universities you have coached students for entry to:</i>										
	Primary	Secondary	GCSE	A Level	Adult					
Special Needs										
<i>Please detail special needs qualifications (e.g SPLD/Hornsby) and/or experience:</i>										

Your Availability:

A = Available timeslot

E/S = Employment/Study

T = Other tutoring work

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
9:00 -12:00							
12:00 -3:00							
3:00 -4:00							
4:00 -5:00							
5:00 -6:00							
6:00 -7:00							
7:00 -8:00							
8:00 -9:00							

Your Locations:



Please list below the boroughs/areas of London that you are able to travel to. Also give your maximum duration of travel and any other information that you feel to be relevant:

Personal Profile

Write a 200-250 word profile of yourself that you feel summarises your strengths, skills and areas of specialism both as a person and as a tutor.

D. Educational Ethos

We expect you to be completely committed, passionate and responsible for causing the best results in the children you work with. Give four actions you will take as a tutor to demonstrate these qualities and explain fully why they are so important.

Feel free to show off here! Take the time to make your answer to this question as detailed as possible.

What are your beliefs about education & learning and how is one-on-one tutoring different from other kinds of teaching?

Choose one teaching resource or activity that you like. Explain why you chose it.

E. Self-Reflection

What are your areas for development as a tutor?

F. References and Admin

1. Character Reference

Name:

Email: *(To help speed up the registration process)*

Address:

Postcode:

Capacity in which they know you:

2. Work Reference *(Teaching reference if possible)* – Please provide details of your most recent employer.

Name:

Email: *(To help speed up the registration process)*

Address:

Postcode:

Capacity in which they know you:

Do you have any prior commitments (e.g. holidays, weddings, employment or studies) that we need to know about? If so, please give details.

F. Enhanced CRB/DBS/Disclosure Scotland Requirements

All tutors working with young people or vulnerable adults will be subject to an enhanced disclosure which will include details of cautions, reprimands, or final warnings as well as convictions and any other information that may be relevant to the appointment. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an unspent conviction will not necessarily bar you from tutoring. This will depend on the circumstances and background to the offence(s).

Have you been convicted or court martialled for any criminal offence?

Y	N

Is there any court action pending against you?

If 'YES' to any of the above, please give details of the offence (with dates) and indicate if this is 'spent' or 'unspent'

The Safeguarding Vulnerable Groups Act 2006 requires all individuals who undertake work in the regulated activity to be registered with, and monitored by, the ISA, effective July 2010. It is a criminal offence for a barred individual to seek to undertake paid or voluntary work in a regulated activity.

Declaration by Applicant

I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose is a criminal offence.

Signature of applicant
(Please type in box provided)