**TCES Home Learning Tutor Application Form**

TCES Home Learning prioritises ensuring that our tutors are suitably matched to pupils whose needs they are best placed to meet. As such, we ask that you complete this form to assess the compatibility of your skills, knowledge and experience to our pupils’ learning needs and personalities.

Please send your application to recruitment@tces.org.uk or submit it to the relevant section on our website.

After your application has been reviewed, you may be invited for interview. Rigorous safeguarding and vetting procedures will then be carried out before you are invited to join our team.

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| Personal details |
| **Title:**  | **Last Name:**  | **First Name:**  |
| **Previous Surnames:**  | **Please confirm the dates of previous surnames used:** |
| **Address(s) within the last five years:** | **Month/Year From:** | **Month/Year To:** |
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| **Home Telephone No:** |  | **Daytime Telephone No:** |  |
| **Mobile Telephone No:** |  | **Email address:** |  |

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| **Areas you would consider working (direct tuition):**  | **Days you are available to work:** | **Times you are available to work:** |
| [ ]  Central London[ ]  North East London[ ]  North London[ ]  North West London[ ]  South East London[ ]  South London[ ]  South West London[ ]  West London[ ]  Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | [ ]  Monday[ ]  Tuesday[ ]  Wednesday[ ]  Thursday[ ]  Friday | [ ]  Morning[ ]  Afternoon[ ]  Evening  |

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| **Do you hold Qualified Teacher Status/Qualified Teacher Learning and Skills? Provide any further information (such as DfES number) in the box attached. Please know that holding QTS/QTLS is not a requirement for an assignment.**  |
| [ ] QTS/QTLS obtained within the UK, as awarded by the Department for Education | [ ] QTS/QTLS obtained outside the UK. Please provide more detail in the box below | [ ] I do not hold QTS/QTLS |
|  |

Staff applying to work for TCES Home Learning are expected to have a range of skills, some of which they may not have previously applied in a work setting. This section will gather information about the skills, knowledge or experience you may use whilst working with TCES Home Learning and will help us get to know you better. Please complete the below questionnaire as thoroughly as possible.

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| **Could you please tell us about yourself and why you are interested in this role?** |
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| **Which skills or knowledge do you have that would be useful for this role?**  |
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| **What qualifications/certificates do you hold?**  |
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| **School, College or University**  | **Course/Subject** | **Dates** | **Qualifications & grades obtained** |
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| **Employment History** |
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| From (mm/yy) | To (mm/yy) | Full-time or Part-time | Employer | Address | Job Title | Reasons for leaving |
|       |       |       |       |       |       |       |
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| **Which levels of education do you feel confident to teach? Please select all that apply and give more detail on this in the box below.** |
| [ ] Early Years Foundation Stage  | [ ] Primary years  |
| [ ] KS1 | [ ] KS2 |
| [ ] KS3 | [ ] KS4  |
| [ ] KS5 | [ ] Further education |
| **Do you speak any other languages, and would you be willing to incorporate these into lessons? Please specify in the box below.** |
|  [ ]  YesLanguages spoken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | [ ] No |
| **Please consider any experience or qualifications you have involving pupils with the following conditions. Select all that apply and provide details of relevant experience or qualifications in the box below.**  |
| [ ] Anxiety | [ ] Attention Deficit Disorder (ADD) | [ ] Attention Deficit Hyperactivity Disorder (ADHD) |
| [ ] Autistic Spectrum Condition (ASC) | [ ] Depression | [ ] Hearing Impairment (HI) |
| [ ] Moderate Learning Difficulty (MLD) | [ ] Multi-Sensory Impairment (MSI) | [ ] Physical Disability (PD) |
| [ ] Profound and Multiple Learning Difficulty (PMLD) | [ ] Severe Learning Difficulty (SLD) | [ ] Specific Learning Difficulty (SpLD) |
| [ ] Speech Language Communication Needs (SCLN) | [ ] Visual Impairment (VI) | [ ] Other known learning condition(s) |
| *Please quantify the amount and type of experience and describe relevant and appropriate qualifications to particular conditions.*  |
| **Please outline any relevant experience working with the following types of pupil. Select all that apply and provide details of relevant experience or qualifications in the box below.**  |
| [ ] Externalising pupil with behavioural issues | [ ] Complex neurodevelopmental needs  |
| [ ] Child at high risk of sexual exploitation | [ ] Signs of sexually harmful behaviour |
| [ ] Eating disorder or showing risks of self-harm | [ ] Internalising pupil / severe social phobia |
| [ ] Complex offending/substance misuse issues | [ ] High-dependency child |
| *Please provide additional information regarding the classifications of pupil dealt with.*  |

**REFEREES**

The company requires a minimum of two relevant, satisfactory references prior to employment.***Please complete the section below in full***

Please give details of your last two employers or of your employers over **the last 5 years**. If your two most recent employers don’t cover at least two years of work history, please provide additional referees to make up this time period.

College leavers should provide the name of a lecturer/tutor/professor, where appropriate. If this is not possible, please give the names of professional persons best able to write a reference in support of your application. *Friends/relatives cannot act as referees.*

**NB: If you are applying for a position where you will be working directly with young people, we generally require two references relating to your previous work in this area.**

References may be taken up before interview. If you are not willing for your current employer to be contacted at this stage, please write NO in the space provided here:

***Please note that we reserve the right to take up references from any previous employer.***

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| Applicant Name:  |
| Referee 1 | Referee 2 | Referee 3 (optional) |
| **Company Name:**  | **Company Name:**  | **Company Name:**  |
| **Referee’s Name:**  | **Referee’s Name:**  | **Referee’s Name:**  |
| **Position in Company:**  | **Position in Company:**  | **Position in Company:**  |
| **Address:****Post code:**  | **Address:****Post code:**  | **Address:** **Post code:**  |
| **Telephone no:**  | **Telephone no:**  | **Telephone no:**  |
| **Email:**  | **Email:**  | **Email:**  |
| **Date employment started:**  | **Date employment started:**  | **Date employment started:**  |
| **Date employment finished:**  | **Date employment finished:**  | **Date employment finished:**  |
| **Position held by you:**  | **Position held by you:**  | **Position held by you:**  |
| **Did you have direct contact with young people in this position? YES/NO****(please circle / delete as appropriate)** | **Did you have direct contact with young people in this position? YES/NO****(please circle / delete as appropriate)** | **Did you have direct contact with young people in this position? YES/NO****(please circle / delete as appropriate)** |

**DECLARATIONS**

**Rehabilitation of Offenders**

In accordance with current legislation you are required to provide the following information, which will be passed on to the Disclosure and Barring Service to check the existence and content of any criminal records including cautions, reprimands and final warnings. Due to the nature of the work for which you are applying the provisions of section 4(2) of the rehabilitation of Offenders Act 1974 do not apply by virtue of the rehabilitation of Offenders Act 1974 (exemptions) order 1975. This in effect means that you must declare below any previous convictions, including cautions, reprimands and final warnings and including all those which for other purposes are ‘spent’.

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| Do you have any convictions that are unspent under the rehabilitation of offender’s act 1974? (including cautions, reprimands and final warnings) | Y/N |
| If yes, give details: |

**DBS Declaration**

All staff in the TCES Group are DBS checked. If you are successful, you will be required to provide relevant evidence of the following details prior to your appointment. Applicants who have lived overseas will need to provide an overseas police record check for any countries you may have previously resided in.

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| Do you hold an Enhanced DBS check? | Y/N |
| Number |  | Date of issue |  |
| Counter Signatory |  | Registered Body |  |
| Are you currently on the DBS update service? | Y/N |
| Do you give us permission to apply for an Enhanced DBS if successful? (Copies of ID taken at interview will be used to process an Enhanced DBS application in the name of The TCES Group).  | Y/N |
| Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post? | Y/N |
| Can you confirm that I am not on the Children’s Barred List, disqualified from teaching or working with children, nor under sanctions imposed by a regulatory body | Y/N |

**CONSENT**

I consent to the information that I provide on this application form being checked against all relevant records and I am aware that any ‘spent’ convictions will be disclosed by the DBS. Should I have any convictions, I consent to The Complete Education Solution (TCES) passing on details of these convictions to any prospective Local Authority.

I am aware that providing false information is an offence and that doing so may lead to my application being rejected, summary dismissal if I have been selected for the post and possible referral to the police.

**Privacy notice**

We process personal data relating to those who apply for job vacancies with us or who send speculative job applications to us. We do this for employment purposes, to assist us in the selection of candidates for employment, and to assist in the running of the business. The personal data may include identifiers such as name, date of birth, personal characteristics such as gender, qualifications, and previous employment history.

We will not share any identifiable information about you with third parties without your consent unless the law allows or requires us to do so. The personal data provided during an application process will be retained for a period of at least six months or, if required by law, for as long as is required.

This privacy notice does not form part of an employment offer or contract between us. If we make an employment offer to you, we will provide further information about our handling of your personal information in an employment context separately.

If you would like to find out more about our data retention policy and how we use your personal data, you want to see a copy of the information about you that we hold or have any questions or issues regarding data protection, please email us with the Subject “Data Protection Request”.

I declare that the information provided on this application form is true and correct. I understand that, should any information prove to be incorrect, this could lead to my application being rejected or, if selected for employment, disciplinary action.

Please also complete and return the Equal Opportunities Form, which we need for monitoring purposes.

**Signature of Candidate: ……………………………………………………………… Date: ……………………..**

NB: If you are returning this form by email, you will be asked to sign your application at the interview.