**Tutor Application Form**

 **1. Personal Details**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address (postal):

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| --- |
|  |

Home Telephone Number (including code): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Training Experience**

**Please tick experience you have in the following areas**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Coaching  |  | Business Management / Planning Strategy |  | Business / HR / Employment Law |  |
| Finance / Payroll/ Accounting |  | First Aid  |  | Computers/ ICT |  |
| Online Delivery and development  |  | Personal Development  |  | Manufacturing/ Lean |  |
| Call Center Skills / Sales / Customer relations |  | Health and Safety/ Manual Handling  |  | Coaching  |  |
| Management / Supervisory Sills  |  | Training Trainers  |  | Presentation  |  |
| Design / Art/ Websites |  | Assessment / QA |  | Communications  |  |
| Administration / Reception / Customer Service |  | Entrepreneurial Skills  |  | Sales Marketing PR  |  |
| Executive Development  |  | Psychology   |  | Career Guidance  |  |
| Other (please give detail) |

**Indicate how many years Training Experience do you have?**

Under a year \_\_\_\_\_\_

1 -2 years \_\_\_\_\_\_

2-5 \_\_\_\_\_\_

Over 5 years \_\_\_\_\_\_

Over 10 years \_\_\_\_\_\_

**Can you describe prior student/ learner profiles?**

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**Writing and Developing**

Have you validated any QQI Training Courses? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have experience writing Training plans? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have experience writing Training programmes? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have experience with Assessment writing and marking? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have experience with on line Tutor Tools? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have any MOODLE (or other LMS/ CMS) experience / expertise? Yes \_\_\_\_\_ No \_\_\_\_\_

Details of Above

|  |
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|  |

**What are your strengths as a trainer?**

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**Have you worked directly with a paymaster of a course?** Yes \_\_\_\_\_ No \_\_\_\_\_

**If yes, how did you manage the process?**

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**3. Qualifications, Experience and Skills**

**List your qualifications** in broad terms

|  |  |
| --- | --- |
| **Qualification**  | **Year** |
|  |  |
|  |  |
|  |  |
|  |  |

List your **Work Experience** in broad terms

|  |  |  |
| --- | --- | --- |
| **Years (how many approx)**  | **Title Job**  | **Detail** |
|  |  |  |
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**Computer Skills**

Please give an honest assessment of your computer skills (tick as appropriate):

Basic intermediate advanced (able to help run a network)

If “advanced”, please give details:

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 **Personal Interests and additional skills**

In addition to anything already mentioned above, what are your other skills and interests?

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**Personal Statement**

Please give some idea of the qualities you consider you possess that will make you a good prospect for employment as a tutor

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| --- |
|  |

Please add any other preferences or information of which you would like us to be aware in considering your application

|  |
| --- |
|  |

**Reference** - Please give 2 names and contact details for Referee

|  |  |  |
| --- | --- | --- |
|  | **Referee 1** | **Referee 2** |
| **Name**  |  |  |
| **Position / Company** |  |  |
| **Address** |  |  |
| **Telephone**  |  |  |
| **Email**  |  |  |
| **Relationship**  |  |  |