

## TUTOR APPLICATION

### Personal Details

Title		Home Tel.	
First Name		Mobile	
Surname		Email Address	
DOB	_ / _ / _	Nationality	
House No.		If you do not have an EU passport, do you have a work permit? YES or NO delete as appropriate. If the answer is yes please send a copy of this also.	
Address			
Town/City			
Postcode			

**Education** (A degree (or equivalent) is required in most cases. If you are a student put the date you are expected to graduate). You only need list your Post-16 education, most recent first.

Establishment	Subject	Level	Date Obtained

Are you QTS? ..... If yes what is your Dfes number? .....

Have you been CRB checked? .....

### Your Teaching Experience

Where did you hear about Academia Tutors? .....

**List Subjects offered and highest level willing to teach.** If English please state Language &/ or Literature. If A/AS Level Maths please state Pure, Mechanics, &/or Statistics.

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Number of tuition hours per week (after 4pm, or at weekends) .....hrs

Distance you will travel (miles radius) .....miles. Own transport? .....

Do you offer tuition from your own home? .....

Please provide below two UK based referees. One should be your most recent employer.

	referee 1	referee 2
Name		
Address		
Postcode		
Relationship to you		
Tel.*		
Email*		

Where referees do not have email addresses, please also post two stamped envelopes with the referees names and addresses to us with this completed application form.

By sending this application form, you are agreeing to the terms and conditions of work set out below.

Please post this the **entire** (3 pages) completed application form along with photocopies of (do NOT send originals. Academia Tutors will not be held responsible for originals):

- Photo ID (**Passport/Driving Licence**)
- 2 x **Utility bill/Bank statement**
- **Qualifications** including **Teaching Certificate** (if applicable)
- **CRB** (if applicable). Please note, attaining an enhanced CRB disclosure will increase amount of work offered, as clients do request this in most cases. Contact CRB for assistance in attaining one.
- **Work permit** (if applicable)

Without this evidence applications cannot be considered. Post to:

**Academia Tutors Limited (Tutor Application), 57 Cookson Road, Thurmaston, Leicester, LE4 9WT.**

## Terms of Business

The business of Academia Tutors, hereinafter referred to as “the Agency”, is to find clients requiring private tuition, and then introduce them to suitably qualified tutors. The detailed arrangements are then made directly between clients and tutors. Tutorials are normally of one hour duration.

The Agency requires a commission to be paid by the client for this service. Clients will pay the Agency all fees directly unless the Agency informs both client and corresponding tutor otherwise. The Agency will then pay the tutor accordingly on a monthly basis after deducting the commission.

As far as this work is concerned tutors are self-employed. They themselves are entirely responsible for their own Income Tax and National Insurance contributions, responsible to HMRC.

Tutors should ensure that their Motor insurance provides adequate cover for travel to and from clients' homes by making a declaration of using their vehicle for business use.

Tutors will not try to take on clients introduced to them through the agency on their own, thereby denying the Agency from payment of commission. This would be regarded as unprofessional conduct. Academia Tutors will then reserve the right to withhold any outstanding payments to tutors involved in such activity indefinitely.

Tutors are expected to provide their own resources, and should obtain copies of the relevant syllabus. In most cases students' will have/be able to obtain these.

Travel expenses are included in the hourly fee. An extra charge can be added if the distance of travel to a client home is substantial. This must be agreed between the Agency, client and tutor before beforehand.

The Agency fixes its own prices for services offered by tutors, therefore tutors cannot negotiate a minimum rate. This has its advantages in that tutors know what they will be paid and clients are freed from laborious negotiations with prospective tutors as is often the case with other tuition agencies. To view current prices visit [www.academia-tutors.co.uk](http://www.academia-tutors.co.uk) Information may take some time to be updated on the website.

It would be deemed good practice that if either party wishes to rearrange a tutorial that at least 24 hrs notice be given.

If a dispute arises between client and tutor, the Agency will try to attain a satisfactory solution to the issue, but cannot be held responsible for such matters. No rebates will be payable.

Arrangements between tutors and clients may be ended by either party by providing two weeks notice.

## Terms & Conditions

I agree that the information on this form is correct. I agree to the information on this form being included in Academia Tutors computer database.

I have never been convicted of a criminal offence. I confirm that I have no criminal prosecutions or County Court Judgements against me nor pending and I agree to inform Academia Tutors immediately if this situation ever changes.

I agree to the Terms & Conditions set out in the above and I accept the Terms of Business set out above.

Your signature ..... Print Name ..... Date .....