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**Tutor Application Form (Adult Education Service)**

**Community Education Programme (Part-time)**

**Ref: AES/PTT/23CE**

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| Personal Details | |
| First name(s) Surname  Address  Telephone  Email address  Telephone *(mobile)* E-mail |  |
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| Are you currently working in a City of Dublin ETB  centre?  centre? | * Yes  No |
| Are you registered with the Teaching Council if relevant? |  Yes No  If yes, please state your Teaching Council Registration number:  below: |

**2. Qualifications**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Title of qualification  *e.g. B.A., B.Comm. etc.* | Level of award  *i.e. 1st, 2nd, 3rd Hons., Pass or Awaiting Results* | University/ College | Period of attendance | |
| From | To |
| Primary Degrees  /diplomas |  |  |  |  |  |
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| Post Graduate Degrees |  |  |  |  |  |
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| Other relevant Qualifications or Professional Development experience |  |  |  |  |  |
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**Tutoring/Teaching Experience**

Please provide details of your relevant teaching/tutoring experience beginning with the most recent position:

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| --- | --- | --- | --- | --- |
| Dates (From /To) | Name & Address of employer | Position Held | Summary of Main Duties | Reason for Leaving |
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**Other Employment History**

Please provide details of other relevant employment beginning with the most recent position:

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| Dates (From /To) | Name & Address of employer | Position Held | Summary of Main Duties | Reason for Leaving |
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**Role and function of the Post**

A number of key competencies have been identified as being essential for the effective performance of the role and function of a Tutor.

* Experience and knowledge of adult and community education
* Organisational Skills
* Interpersonal, Communication Skills and Professional values
* Self-awareness and self-management skills

Outline ONE example where you have displayed each of these competencies (no more than 200 words per competency). The example may be drawn from your experience in various settings including professional, social, sporting or voluntary.

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| **Experience and knowledge of adult and community education:** Understands the needs of adult learners returning to education and the role and impact of community education |
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| **Organisational Skills:** manages time effectively, prioritises tasks, sets goals, and develops effective systems for achieving goals |
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| **Interpersonal Communication Skills and professional values:** Engage and communicate in a professional and appropriate manner with all stakeholders. Demonstrate an understanding of effective communication in an adult learning environment. |
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| **Self-awareness and Self-management Skills:** Is self-aware and has the capacity to self-manage and develop personally and professionally. |
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Describe any other skills or experience you wish to tell us about.

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**References**

Please provide details below for two people (other than relatives or friends) with knowledge of your work to whom professional references can be made. One should be your current or most recent employer.

Name Name

Occupation Occupation

Contact Email Contact Email

Contact Telephone Contact Telephone

**Declaration**

* You are required to declare that you certify that all information you have provided is accurate.
* The Selection Committee may wish to check any of the details you have provided.
* Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after an appointment, in summary dismissal.

I declare that the information supplied in this application form is accurate and true.

Tick Box Yes No

**Please Return this form to the following email address by Thursday 28th September 2023**

[**Niamh.maguire@aes.cdetb.ie**](mailto:Niamh.maguire@aes.cdetb.ie)

**For any queries please contact Parnell Adult Education Centre at 01 8147900**