

Drake Tutors, 99 Moorland View, Derriford, Plymouth PL6 6AP Tel/Fax: 01752 776622

TUTOR REGISTRATION FORM

FULL NAME (Miss/Mrs/Ms/Mr)

PREVIOUS SURNAME

ADDRESS

..... POST CODE

TEL NO (DAY) (EVENING)

(If none, please give a number where you can be contacted)

Date of Birth Place of Birth

DES/DFE No

Place of Present Employment

Job Title Date of Appointment

Academic Qualifications – Where and When Obtained

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Teaching Experience – Please give Date(s) and Location(s)

Subjects offered

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Level

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..... Are you prepared to travel to the student's home?
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If yes, how far are you prepared to go?

Do you have your own transport?

Do you have a current driving license?

If necessary can a tutee visit your home for tuition?

On weekdays are you able to tutor during the day?

Can you tutor at the weekend?

REFERENCES – Please give the names and addresses of two persons to whom references may be made, both of whom should be able to verify your teaching experience.

Name

Address

Name

Address

PROTECTION OF CHILDREN ACT

Guidelines from the Home Office state that all those who have access to children during the course of their work should be required to disclose any convictions, bind-overs and cautions. In accordance with this please answer the following questions:

Do you have an Enhanced Disclosure Form

Disclosure Number Date of Issue

- 1. Have you ever been convicted of any criminal offence, or are any proceedings pending against you? YES/NO

If YES please give details

- 2. Do you have any objection to our having access to any police records which may be held in your name? YES/NO

If YES please state your reasons

SIGNED DATE

Service Agreement

Service Agreement between Drake Tutors and

Name Address

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To deliver a private educational tuition service the above named hereby agrees to the following terms:

- 1) The nature of the work is casual and intermittent and will vary from week to week. There is no obligation to offer you work and, if offered there is no obligation on you to accept it.
- 2) The work is adhoc and you will be told the rate of pay at the time of offer of work.
- 3) As you are self employed there is no holiday entitlement and it is your responsibility to pay income tax and national insurance contributions.
- 4) Since this agreement is not a contract of employment, you are not classified as an employee and therefore have no entitlement to statutory pay or to any sick pay.
- 5) Payment will be made directly to you at the end of each tutoring session from the student/parent.
- 6) At the end of each month a timesheet must be completed and returned to the agency with the correct fee due – agreed at time of offer of work.

Signed (Tutor)

Date:

Signed (Drake Tutors) Date