

**APPLICATION TO JOIN THE REGISTER OF**

**CASUAL (HOURLY PAID) TEACHING ASSISTANTS**

Faculty of

The Faculty of       occasionally requires Casual (hourly paid) Teaching Assistants to support teaching and learning activity. The Faculty maintains a register of individuals who are qualified to deliver Casual (hourly paid) Teaching in various subject areas. This application form should be completed by individuals wishing to join the Register for the Faculty of      .

The criteria for inclusion on the Register are as follows.

Essential Criteria

* A first or second class honours degree or a higher degree in a discipline relevant to the teaching;
* Experience of teaching and assessment at tertiary level;
* Experience of giving student feedback at a tertiary level or in a professional or training context.

Desirable Criteria

* A teaching qualification.
* Evidence of examining at tertiary level
* A PhD completed or nearing completion in a relevant subject area
* Evidence of significant work based experience in a relevant professional or training area.
* Professional practice experience.

In addition the applicant must have a formal letter of commendation from a senior member of academic staff (the Head of School) indicating how the applicant will contribute to the teaching and learning activity within a particular School.

Full-time employees of the University are not eligible to join the Register of Casual (hourly paid) Teaching Assistants.

Please fully complete the attached application form.

**Please note**

Casual (hourly paid) Teaching Assistants are classified as ‘casual workers’ rather than ‘salaried employees’ and do not form part of the University’s core workforce. Inclusion on the Faculty Register does not in any way obligate the University to offer work to you.

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| **SECTION 1 - PERSONAL DETAILS** |
| **Surname:**        | **Forename:**        | **Title:**       |
| **If you have more than one forename which name are you known as:**        |
| **Address for correspondence:**       |
| **Post Code:**       | **National Insurance Number:** |
| **Email Address:**       |
| **Telephone (Home):**        | **Telephone (Mobile):**        |
| **Telephone (Business):**       |
| **In order to assess your eligibility to work in the UK we require some details in regard to your nationality.** **Are you a citizen of an EU Country?** **YES/NO** **Country of Birth:**       |
| **Have you ever been convicted of a criminal offence? YES/NO** **If yes please provide details**       |

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| **SECTION 2 – YOUR CURRENT EMPLOYER** |
| **Name of current Employer:**        |
| **Address of current Employer:**       |
| **The title of your post:**       |

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| **SECTION 3 – YOUR PREVIOUS EMPLOYERS** |
| **Name of Employer** | **Job title** | **From** | **To** |
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| **SECTION 4 – CRITERIA BASED QUESTIONS** |

4.1 Do you have a first or second class honours degree or a higher degree in a discipline relevant to the teaching?

 **Yes/No** (delete as appropriate)

If yes please provide details of the qualification and the date awarded.

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4.2 Do you have experience of teaching and assessment at tertiary level?

**Yes/No** (delete as appropriate)

If yes please provide details of your experience of teaching and assessment at tertiary level.

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4.3 Do you have experience of giving student feedback at a tertiary level or in a professional or training context?

**Yes/No** (delete as appropriate)

 If yes please provide details.

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4.4 Do you have a teaching qualification?

**Yes/No** (delete as appropriate)

If yes please provide details.

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4.5 Do you have experience of examining at tertiary level?

**Yes/No** (delete as appropriate)

 If yes please provide details of your experience of examining etc. to tertiary level.

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4.6 Do you have a PhD completed or nearing completion in a relevant subject area?

**Yes/No** (delete as appropriate)

If yes please provide details of the qualification and the date awarded.

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4.7 Do you have evidence of significant work based experience in a relevant professional or training area?

**Yes/No** (delete as appropriate)

If yes please provide details.

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* 1. Do you have professional practice experience?

**Yes/No** (delete as appropriate)

If yes please provide details of your professional practice experience.

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**Declaration**

The information provided in this form is correct and accurate to the best of my knowledge.

I understand that any false statements will result in my immediate removal from the Faculty Register. I understand that my name being placed on the Register does not obligate the University to offer work to me.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(If applying by email an electronic signature is acceptable or you may wish to note in your email that you accept the declaration above)

For Official Use

Checklist

Does applicant meet essential criteria? Yes/No

Letter of commendation from Head of School attached? Yes/No

I do/do not authorise the inclusion of this applicant on the Faculty Register of Casual (hourly paid) Teaching Assistants.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Executive Dean)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Copy to nominated Faculty co-ordinator Copy to HR Business Partner