

School of Economics

CASUAL TUTOR APPLICATION FORM, SEMESTER 2, 2017



THE UNIVERSITY
of ADELAIDE

Please complete this form and return it together with any supporting documentation (**if you have previously supplied supporting documentation there is no need to supply it again**) to Sandra Elborough, School of Economics, 10 Pulteney Street, Level 3, Room 3.56 as soon as possible but not later than Friday 26th May, 2017 or email it to sandra.elborough@adelaide.edu.au

Office use only		

To be eligible to tutor, you must be a graduate (or graduand) with:

- either a B.Ec, a major in Economics or a degree relevant to the course in which you will tutor and
- at least a Distinction grade for the course(s) in which you will teach.

ABOUT YOU

TitleFirst nameFamily name

1. Preferred name
2. Address
3. Work rights status
Important: *"Tutors are responsible for checking the conditions of their visa and scholarship, if applicable, with respect to the total number of hours they may work and the distribution of these hours. Visa and scholarship conditions vary and the University is obliged to also check these conditions. Any breach of these conditions may have very serious consequences"*
4. (If you have any type of work rights restriction please give us the following information)
 - a. Passport No:
 - b. Passport Country:
 - c. Issue date:
 - d. Expiry date:

Please note you cannot be given a contract and so cannot tutor in the School unless your visa is valid until at least the end of the year i.e. 23rd July 2016.

- Current Email address
5. Alternative email address (if applicable)
Offers of employment are processed and accepted online, so it is essential that we have a valid email address for you.
 6. Contact phone number:
 7. University of Adelaide ID number:
 8. Highest degrees held: Institution
 9. Degree currently studying: Institution.....
 10. Date of birth:

FUTURE TUTORING

11. Number of **tutorials** per week you wish to teach; the actual number of hours of work is three hours for a first tutorial and two hours for each repeat tutorial
(Normally there will be an allocation limit of 3 or 4 tutes per course per person)
Additionally, the School strongly recommends that Honours students take no more than three one-hour tutes per week, or equivalent.

12. The courses or areas and levels in which you would prefer to tutor (in decreasing order of preference)

<i>Specific course(s)</i>	<i>Level(s)</i>	<i>Your grade in this course</i>
<i>Area(s) (e.g. macro, trade, maths etc)</i>	<i>Level(s)</i>	

13. Are there any other courses or areas you could teach, if required?

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YOUR TUTORING HISTORY

14. Have you undertaken any tutor training courses? If so, please specify:

- a. School of Economics Tutor Induction
- b. Faculty of Professions Sessional Tutor training program
- c. CLPD courses (please specify)
- d. Other (please specify)

15. Past tutoring experience: please list any courses in which you have previously tutored and the names of the lecturers, ordered by the number of times you have tutored them (high to low)

<i>Course</i>	<i>Lecturer</i>

16. When did you last tutor?

SUPPORTING DOCUMENTATION

17. References: please provide names and contact details of two academic staff members who can provide references for you.

- a.
- b.

17. Please attach the following (**other than eSELT's it is not necessary to attach if you have provided the information previously**):

- a. your CV
- b. your academic transcript(s) (University of Adelaide transcripts will be printed for you by the School)
- c. if you have tutored at the University of Adelaide before, your most recent full ESELT responses (including students' comments)
- d. A short statement (200 words) explaining why you want to be a tutor and what you hope to get out of being a tutor.

Signed: Dated: