

WEA TUTOR APPLICATION

Dear Applicant,

Thank you for expressing interest in becoming a tutor for the WEA.

Here are a few points to help you understand WEA tutor selection procedures.

- As soon as completed application forms are received at the WEA, they are passed on to the appropriate course organisers.
- Course organisers assess the application according to the WEA's requirements for tutors in the subject areas stated.
- If an application is considered to meet these requirements, an interview will be organised with the applicant.
- Other applicants will be informed by mail that their services are not required at this time.
- Because of the large number of tutor applications received by the WEA, and the scheduling of programs in each term, this process may take up to two months.
- The WEA requires all applicants to complete the attached form, *Declaration On Application For Employment as a WEA Tutor*, prior to employment.

Tutors are engaged by the WEA on an hourly contract basis.

Thank you for your interest.

INFORMATION FOR PROSPECTIVE TUTORS

The Workers' Educational Association Inc. is a non-profit community organisation. The WEA has been conducting adult education courses continuously since 1917. It enrolls around 36,000 students annually across 2000 courses.

- Tutors are employed on a contract basis for the hours of teaching delivered. Payment rates start from \$35 per hour.
- Payment is made by Direct Deposit into a nominated bank account at the completion of the course.
- No applicant is necessarily contracted even in response to an advertisement.
- Most courses are held in the city centre and course maxima vary from 14 to 100. The average is 25.
- The duration of any course is negotiated with the appropriate Education Officer.
- The most common course formats are 1 day x 6 hours, or 6 sessions x 2 hours.
- WEA courses are short and introductory, usually with no tests or assessment.
- Tutors must prepare a course outline before they are recruited.
- No previous teaching experience is required. The WEA seeks people with expert knowledge of the subject area, good communication skills and an enthusiasm to teach and share knowledge with adults.
- Tutor applications are carefully reviewed. Selected people are interviewed and then offers of contract are negotiated.
- All applications are acknowledged. Programming imperatives may mean your application is not acknowledged quickly. Do not despair, as it will be considered at the appropriate time. Applications are kept for two years.

DECLARATION ON APPLICATION FOR EMPLOYMENT AS A WEA TUTOR

I, (PRINT NAME IN FULL)

of (ADDRESS)

do declare as follows:

1. I am an applicant for the position of Tutor within the WEA.
2. I acknowledge that, if my application for employment in the WEA is successful and I am employed I may, during the course of that employment, gain access to students' personal information. Detailed provisions regarding disclosure of confidential information are contained within the WEA Privacy Policy. I understand that I may not reveal any personal details of a student, including the contact details to any person outside of the WEA and its staff members. I understand that I must not disclose or make use of that confidential information, during or after that employment, except in the proper course of my duties. In particular, I undertake not to use any confidential information gained by virtue of any WEA employment, with the intent of securing a benefit for myself, any person, company or any future employer.
3. I understand that, if my application for employment in the WEA is successful and I am employed as a tutor, the offer of employment to me will be expressly on the basis that the information that I have provided in relation to my application for employment is true and correct in every detail. I understand that any incorrect statement in my application or interview for employment on any matter relevant to my employment in the WEA, including (but not restricted to) my qualifications, experience, ability, physical or mental health or personal integrity, may make me liable to disciplinary action which may include cancellation of my contract(s).
4. To the best of my knowledge all information contained in my application provided in support of my application and disclosed in response to the following questions is true and correct in every respect (please tick appropriate box).
 - a) **Do you currently have any disability or medical condition, which might prevent or impede you from being able to satisfactorily perform any duties that might be required of you in the position for which you have applied, especially in exercising your duty of care toward students of the WEA?** YES NO

If yes, please provide details (please include details of any assistance/adjustments that would allow you to carry out the functions of the position):

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Please note: If you have any disability or medical condition, which might require the provision of non-standard measures to either provide you with a safe system of work, or to enable you to satisfactorily perform your duties, you should tell us. This information is necessary to enable us to provide a safe system of work to you in the event that you are offered employment, and to enable us to provide appropriate assistance. The provision of any such information will not be used to discriminate against you because of the existence of any such disability or medical condition.

b) Have you ever been convicted of a criminal offence? YES NO

If yes, please provide details:

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c) Are you currently facing charges yet to be determined for any criminal offence? YES NO

If yes, please provide details:

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I declare that the information in this declaration and in any other documents completed by me in support of my application for employment at the WEA, and the information provided by me during any interviews in connection with my application for employment as a tutor of the WEA, is true and correct in every detail. I also understand that any offer of employment to me at the WEA will be expressly on the basis that the information that I have provided in relation to my application for employment is true and correct in every detail. I understand that any incorrect statement in connection with my application for employment in the WEA may lead to a rejection of my application for employment, or, in the event that I am offered employment at the WEA, make me liable to disciplinary action, which may include dismissal.

I also understand that all necessary information regarding tutoring for the WEA is contained within the *WEA Tutor Handbook*. Should my application for employment be successful, I undertake to read the *WEA Tutor Handbook* and familiarise myself with its contents.

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SIGNATURE DATE