



**Apprentice Tutor
2nd – 6th August 2010
9.00am - 4.00pm**

**Pay: 14yr – 21yr old £5 per hour
21 yr & over £5.80 per hour**

**Application Form
Closing Date 18th June 2010**

Thank you for showing an interest in the University of the First Age.

The UFA is a national education charity. Founded in Birmingham in 1996 by Professor Tim Brighouse, we work with Local Authorities and other partners across the UK. The UFA is committed to working in innovative and creative ways with Local Authorities, schools, organisations, communities and individuals to enrich and extend learning for young people aged 5 to 25.

Our aim is to create an 'open' university for young people, so that they can access a range of challenging learning opportunities in and beyond their school. Being part of a 'university' in early life helps to raise aspirations, increases the likelihood of young people going on to Further and Higher Education and develops skills that will help them succeed in their future lives and employment.

Our mission is

- Raising young people's aspirations and achievements by improving confidence and self-belief through exciting and memorable educational experiences.
- Young people are supported through the UFA to become role models and leaders who develop and lead learning opportunities for others in their communities.
- The UFA explores imaginative approaches to learning in order to engage teachers and other professionals, parents, carers, community organisations and businesses in transforming their own learning practice.
- From this training we create learning teams of the adults and young people with whom we work.

All UFA Apprentice Tutors will be trained and supported by us. Communication & support for your role will be provided when needed. We will make sure that we meet your training needs and that UFA policies and procedures protect you.

We are sure that you will find your time with the UFA satisfying and rewarding.

Please see the attached Job Description for further details of the role.

Please send this form back to:
Kulvinder Kumar, Business Manager, UFA 59 – 60 Water Street, BIRMINGHAM, B3 1EP

Criminal Records Check & Data Protection

The UFA takes very seriously its responsibilities for the safety and welfare of its service users, its staff, volunteers and the organisation as a whole.

Criminal records will be taken into account only when the conviction is relevant. Declaring a conviction will not prevent you from being considered for a role. Unless the nature of the work demands it, you will not be asked to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act 1974. However there are certain roles in the UFA which are exempt from the terms of the Rehabilitation of Offenders Act 1974, and for these you are required to disclose all criminal convictions, including those which are 'spent'. Consideration for these roles will be subject to a satisfactory criminal records check and POVA/POCA check with the Criminal Records Bureau and before the appointment is confirmed. This check will request details of cautions, reprimands or final warnings, as well as convictions.

If you are 16 or over you will need to be Criminal Records Check (CRB) cleared, if you have a current CRB clearance that is less than three years old we will need to take a copy of it and see the original. If you do not have a current CRB clearance then you must supply the documents below and complete a CRB application form which will be sent to. You will need to email your details to kkumar@ufa.org.uk so that he can send the CRB form out to you in the post.

Documents Required

Any one of the following original documentation as proof of your identity in order to comply with the Money Laundering Regulations and in order to process your Criminal Records Bureau (CRB) Check:

1. Passport
2. UK Issued Photo ID Driving Licence
3. UK Birth Certificate

In addition to one of the above you must also provide 2 of the following documents:

1. Utility Bill (less than 3 months old)
2. Bank/Building Society or Credit Card statement (less than 3 months old)
3. UK P45/P60
4. UK NHS Card
5. National Insurance Card

In accordance with the Data Protection Act 1998, I agree that the UFA may hold and use personal information about me for reasons of employment and to keep in touch with me. This information, including that contained in this application can be stored on both manual and computer files.

I confirm that the information on this form is correct. I understand that some of the tasks involved in my role with the UFA may be of a sensitive nature and I agree to maintain confidentiality at all times.

Please tick the box if you would like to be kept up to date with UFA information.

Signature: _____ Date: _____



Apprentice Tutor – Contact Details

Name: _____

Address: _____

Postcode: _____ Tel: _____ Mobile: _____

Email: _____ Date of Birth: _____

Personal profile

Please tell us as much as you can. This will help us find you the right role.

What has attracted you to the Apprentice Tutor role with the UFA?

(Tick as many boxes below as you want)

Personal and professional development Helping people

Social opportunities

Other – please specify _____

What skills/experience do you think you can bring to this role?

What do you think you will gain from this role with the UFA?

Are you available for training on the 3rd – 4th & 17th July?

Are you available for work from 2nd – 6th August?

Do you have any experience of working with young people?

(Tick one or more boxes below as appropriate.)

Considerable Moderate Some

Other – please specify _____

Please give details of two referees.

Please note – referees can be employers or college tutors (for example) but should not be a relative. You need to have known one of them for over 12 months.

1. Name: _____

Address: _____

Postcode: _____ Email _____ Tel: _____

Relationship to you: _____

2. Name: _____

Address: _____

Postcode: _____ Email _____ Tel: _____

Relationship to you: _____

Contact details in case of Emergency

Name: _____

Address: _____

Postcode: _____ Tel: _____ Mobile: _____

Identity Check

We are required by law to check the identities of all staff members so you will need to provide any one of the following documents:

- 6. UK NHS Card
- 7. National Insurance Card
- 8. Birth Certificate

Do you have any Criminal Convictions you need to Disclose Yes No
We will contact you if further information is required.

If you are not a member of the European Community, do you require a work permit? Please note - individuals will need a work permit visa or a student visa to and cannot do any type of work, including voluntary work, on a visiting visa Yes No

Equal Opportunities Policy in Recruitment and Selection

Our recruitment processes are carried out in a way that ensures that individuals are selected purely on the basis of their ability to do the role for which they have applied. No one will receive less favourable treatment on the grounds of sex, marital status, disability, race, ethnic origin, nationality, age, sexual orientation, religious belief or political opinion or be disadvantaged by conditions or requirements which are not justified or relevant to the role. The sole criterion for selection is the suitability of the applicant for the role. We are committed to ensuring that every applicant applying for a role within the UFA is treated fairly.

Monitoring

We will treat the following information as confidential and we would appreciate your co-operation in helping us monitor the effectiveness of our Equal Opportunities Policy. Your application will not be affected by the information provided and will be separated from your application form on receipt.

Role applied for _____

Ref. No _____ Date _____

Where did you hear about the vacancy?

- Newspaper – please state title _____
- UFA website Enquired at office
- Charities website Word of mouth
- Other – please state _____

- Male/Female
- Do you consider yourself to have a disability?* Yes/No

If yes, please provide further details:

*The Disability Discrimination Act 1995 defines a disabled person as someone with a physical or mental impairment which has a substantial and long-term adverse affect on their ability to carry out normal day-to-day activities.

- Age Group

- | | | | |
|----------|--------------------------|---------|--------------------------|
| Under 25 | <input type="checkbox"/> | 56 – 65 | <input type="checkbox"/> |
| 26 – 35 | <input type="checkbox"/> | 66 + | <input type="checkbox"/> |
| 36 – 45 | <input type="checkbox"/> | | |
| 46 – 55 | <input type="checkbox"/> | | |

- What is your ethnic group? (grouping is based on the categories used in the Census in England & Wales in 2001). Choose 1 section from (a) to (e) then tick the appropriate box to indicate your cultural background.

a) White

- British
 - Irish
 - Any other White background
-

b) Mixed

- White & Black Caribbean
 - White & Black African
 - White & Asian
 - Any other mixed background
-

c) Asian or Asian British

- Indian
 - Pakistani
 - Bangladeshi
 - Any other Asian background
-

d) Black or Black British

- Caribbean
 - African
 - Any other Black background
-

e) Chinese or other ethnic group

- Chinese
 - Any other
-