

**TUTOR REGISTRATION**

**A. TUTOR DETAILS**

Staff ID # (if known)		Semester (tick)	1 <sup>st</sup> <input type="checkbox"/>	2 <sup>nd</sup> <input type="checkbox"/>
Name and title				
Personal email address		Mobile phone no. only (for SMS)		
Are you currently employed at ECU (tick)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	ECU email (if known)	
Home address				Postcode
Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Other/Non-binary <input type="checkbox"/>	

1. Do you identify as Aboriginal and/or Torres Strait Islander? Yes  No

2. Have you tutored in ATMP/ITAS before? Yes  No

If yes, give most recent year and university

3. Are you an Australian citizen? Yes  No

If no, state country of citizenship

**B. PREFERENCES**

1. Preferred tutoring venue (number options with 1 being most convenient).

Joondalup	
Mount Lawley	
Bunbury	
Online	
Other	

If other, please specify:

2. How many hours of tutoring would you prefer per week?

3. What are your preferred disciplines (record in order of preference) and the level you can teach to?

Discipline	Year level (eg 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> year, postgraduate, postgraduate research)

**C. QUALIFICATIONS (most recent first)**

Title	Name of qualification	Institution	Date completed

**D. ATTACHMENTS REQUIRED FOR SUBMISSION WITH THIS REGISTRATION**

- Certified copies of each qualification (**ALL TUTORS**). This ensures CLT has the relevant documentation. In future semesters, only new tutors will need to send their qualifications.
- Resumé (max 2 pages) outlining relevant experience (**new tutors only**).

**E. DOCUMENTS REQUIRED FOR DIGITAL KIOSK IF OFFERED AND ACCEPTING A CONTRACT (DOES NOT INCLUDE CURRENT ECU STAFF)**

- a certified copy of your passport or equivalent
- a health statutory declaration

**F. DECLARATION**

By signing this form I agree to abide by the 2018 ATMP Guidelines available on the ATMP website.

I give permission for my email address to be released to the ATMP students with whom I am matched to tutor.

I give permission for non-identifying data on this form to be used for the purposes of review and evaluation.

I agree to keep students’ personal details confidential except those details that need to be communicated to the ATMP coordinator so as to attend to ATMP-related matters.

I understand that acceptance of this form is not an offer of employment in and of itself.

I understand that only the hours stated in the email notifying me of an offer to tutor, and for which tuition is provided, may be claimed for payment (claims are to be submitted using the P [pay] form).

This excludes those hours described in the 2018 ATMP Guidelines relating to hours that can be claimed if a student does not attend an arranged session [a no show].

I further understand that hours over and above those outlined in the email notifying me of an offer to tutor will not be paid unless prior arrangements have been made with the ATMP coordinator and written approval has been given for additional hours of tuition.

Name:	Signature:	Date:
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