



APPLICATION FORM: **TUTOR POSITION**

Thank you for your interest in the Tutoring Position at ABLE Centre in Richards Bay. We are constantly looking for high quality tutors to work with our Children on the Autism Spectrum. An ABLE Centre Tutor will be working with pre-school Children on the Autism Spectrum, primarily on a one-to-one basis or in small groups, and will assist children to attain and develop skills (according to their individual development programs) in the areas of:

- ✚ Pre-requisite skills
- ✚ Sensory Regulation
- ✚ Formal learning: Functional Academics
- ✚ Motor skills
- ✚ Communication skills
- ✚ Life skills
- ✚ Social Emotional Development

ABLE Centre is looking for Tutors who:

- ✚ Are self motivated and have an inner drive;
- ✚ Have passion for children and for life;
- ✚ Are passionate about teaching and making a difference;
- ✚ Enjoy and know how to motivate children that are struggling at learning;
- ✚ Love being around children, assisting them to overcome learning obstacles;
- ✚ Have dedication and commitment towards children and work;
- ✚ Have patience and creativeness;
- ✚ Emotional maturity and can function well in a small group;
- ✚ Have at least matriculated with exemption;
- ✚ Have at least previous experience tutoring or working with young children;
- ✚ Have access to reliable transport to come to work;
- ✚ Have no criminal record.

Please take a few minutes to read carefully through the below information and to fill in the application form. Please try to answer all sections of the application as thoroughly as possible as it will lend towards a positive review and an interview with us, if selected. Note also the Recruitment Process as outlined at the Annexure.

Kind regards,

E. Marais
Centre Manager



ABLE Centre, Richards Bay

Personal information

Name: _____
Surname: _____
ID Number: _____
Age: _____
Gender: _____
Contact number/s _____

E-mail address: _____
Physical address: _____

Languages:

Please list below all of your written and spoken languages, then rate your level of fluency and comprehension on a scale of 1 (weak) to 5 (strong).

1	_____	Spoken	<input type="checkbox"/>	Written	<input type="checkbox"/>
2	_____	Spoken	<input type="checkbox"/>	Written	<input type="checkbox"/>
3	_____	Spoken	<input type="checkbox"/>	Written	<input type="checkbox"/>

Driver's Licence: _____

Do you have access to a vehicle?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Sometimes	<input type="checkbox"/>

Smoker / Non-smoker: _____

Have you ever been convicted of a criminal offence related to the position applied for and for which you have not been pardoned?

Have you ever been the object of a dismissal, suspension or disciplinary action from a position similar to that for which you are applying?

Are you in good health with no physical limitation in working with young children?



Relevant Qualifications:

List any relevant personal qualifications, degrees, diplomas, related professional development, etc. :

Current position (Brief overview and main responsibilities):

Relevant Experience:

List any other relevant experience (include how many months / years):

List any other experience (not directly related to private tutoring) that you have interacting with young children and/or youths:

Reasons why you have applied for the position:



Describe yourself in 10 words (Skills & abilities):

Relevant References (at least 3):

By providing the names below, you are authorizing ABLE Centre to contact any or all of them for the purpose of conducting reference checks. It is preferable that you include a combination of referees representing various backgrounds. *For example,*

- 1) *parents of former students you have tutored;*
- 2) *past employers;*
- 3) *former teachers or professors.*

1. Full name	_____
Relationship:	_____
E-mail address	_____
Telephone number	_____
2. Full name	_____
Relationship:	_____
E-mail address	_____
Telephone number	_____
3. Full name	_____
Relationship:	_____
E-mail address	_____
Telephone number	_____

DECLARATION:

By completing the application form, you declare that the information contained therein and on your CV is correct to the best of your knowledge and you understand that any omission or incorrect information is just cause for the rejection of your application for a Tutor position for ABLE Centre. You also authorize ABLE Centre to verify the information provided, and to obtain any other information relevant to this application.

Signature



ABLE Centre
Autism & Behavioural Learning Environment
Richards Bay, Zululand
NPC: 2012/049901/08

Date:



Annexure

The Recruitment Process will include:

1. Screening of applications:

- + Review of the Application Form;
- + Request CV and/or supporting documentation if require, such as:
 - A copy of your ID;
 - A copy of your Drivers License;
 - A copy of your Matric certificate;
 - A recent colour photo of yourself (in an electronic format);
 - Your written references;
 - Your Degree certificate or proof that you are completing a degree;
 - Any other tertiary study certificates
- + Complete a thorough reference check.

2. Successful candidates of the first part of the Screening process will be required to :

- + Complete a Personality type test;
- + Fill in a Medical questionnaire;
- + Attend a morning orientation session at the Centre;
- + Attend an interview session.

3. Successful candidates of the second leg of the Recruitment process

- + will be made an offer;
- + Have to successfully complete a Basic Training course consisting of:
 - Theoretical Training;
 - Practical Training;
- + Meet required standards during a 3 month probation period.

Permanent employment may be offered.