

ROYAL ACADEMY OF DANCE

Assistant Teacher Award Approved Tutor Application Form

Guidelines for Application:

- Please type responses, do not handwrite
- Please complete the application form against the Assistant Teacher Award Approved Tutor Person Specification
- Please complete the form in English
- Please ensure that you complete all sections of this form, review of applications are at the discretion of the FoE if they are left incomplete
- When you have completed this form please return to faculty@rad.org.uk

Your Personal Details

Surname/Family Name:		First/Given name(s):	
Title:		Pronouns:	
Contact Number:		Date of Birth:	
Email:		Country:	
RADID (if applicable):			

Postal Address:

Employment History			
Name of Employer / Organisation	Position held (include a brief description of duties or responsibilities)	From Month / Year	To Month / Year
			Continue on a separate sheet if necessary

Education and Training

Please state qualifications and training relevant to this post. Successful applicants may be required to provide a copy of relevant qualifications. Please start with the most recent education and training and work back.

Schools, Colleges, Universities, Other	Qualification Awarded	From Month / Year	From Month / Year
			Continue on separate sheet if necessary

Membership of Professional Bodies or Associations

Professional Body	Membership Status/Level	Year of Award

Languages

Please list the languages in which you have written and spoken fluency

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Personal Statement

We recommend you read the Approved Tutor Person Specification before completing this section, to ensure all aspects of the role are presented clearly throughout your personal statement. Please use this section to detail your relevant experience to becoming an Approved Tutor, why you are interested in becoming an Approved Tutor and why you think you fulfil the requirements of the role.

Continue on a separate sheet if necessary

References

- This reference should be completed by someone in a position to comment on both the applicant's professional standing and dance teaching experience as appropriate to the Approved Tutor Role and expectations
- In writing the reference, the referee should make reference to the Approved Tutor Person Specification. Specification
- Referees may **not** provide a reference if you are a member of the applicant's family.
- References should be written in English.

Referee's Title & Name:

Post or Occupation:

Relationship to Applicant:

Full Address and Post Code:

Country:

Mobile:

Tel (including international code):

Email:

Reference:

Continue on a separate sheet if necessary

The Royal Academy of Dance may wish, at any time, to check what you say on this application form or during the Assistant Teacher Approved Tutor approval process, about your knowledge, skills, experience or qualifications. By completing and signing this form, you agree to us undertaking any such checks.

The information on this application form is confidential and is used for the purposes of selection and approval. If you are offered and accept the role of Assistant Teacher Award Approved Tutor with the Royal Academy of Dance, the information on this form and the form itself may be retained and may be used for the purposes of managing the organisation. If this is the case, processing of the information will take place in accordance with Data Protection Legislations. See our privacy notice here: <https://www.royalacademyofdance.org/faculty-of-education-privacy-page/>. By signing this form, you agree to the above uses of your personal data.

'I declare that to the best of my knowledge and belief, the information I have given is complete and true. I understand that if I say or write anything that is not true or that is misleading, or if I leave out something important, I may not be approved, or I may be dismissed if I have already been approved. I understand that any engagement offer is subject to satisfactory references and (where relevant) a satisfactory Disclosure from the Disclosure and Barring Service or other equivalent overseas authority. I have read and understood the Royal Academy of Dance's Privacy Notice regarding information provided for application to the role of Assistant Teacher Award Approved Tutor.'

Declaration: 'I confirm that to the best of my knowledge and belief, the information I have given is complete and true. I understand that if I say or write anything that is not true or that is misleading, or if I leave out something important, my application will be withdrawn, or I my position as an Approved Tutor for the Assistant Tutor Award will be terminated. I understand that any approval is subject to satisfactory references and (as applicable) a satisfactory Disclosure from the Disclosure and Barring Service or other equivalent overseas authority.'

Applicant Signature:		Date:	
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If you do not have an electronic signature, please tick this box ☐ as a substitute

Please note all applications to be an Approved Tutor for the Assistant Teacher Award must be accompanied by the following documents, tick as appropriate:

- **Current certificate of Public Liability Insurance** ☐
- **An enhanced Police Background Check (or equivalent)** ☐
- **A professional reference of your teaching experience (see guidelines for referee)** ☐
- **A copy of your dance school's, college, or institution's teaching timetable** ☐

For Internal Use Only:	
Date Received:	
Approved/Rejected:	
Assessor's Full Name:	
Assessor's Signature:	