



Application Form for Proof-Reid®



APPLICATION PROCESS

- Send your Application form in full, Cover Letter and Personal Statement to Ryan_Reid1994@outlook.com outlining your desire to provide a tutoring/mentoring service for *Proof-Reid®* and how you demonstrate the nine competencies we require. Please note, if your application form is not completed in full, you will not be invited for an interview.
- If your initial application is successful, you will receive a phone call to confirm your progression to the next stage of the interview process. You will then be given a date and time for your competency-based phone call interview.
- If your phone call interview is a success, you will be emailed with details of your face-to-face interview. If you would like to reschedule this interview, ensure that you respond to the email as soon as possible.
- If your face-to-face interview is a success, you will be asked to send and scan some specific identification details over to Ryan_Reid1994@outlook.com such as a valid, up-to-date Passport, the right to work in the UK (please note checks will be undertaken), National Insurance Number, two work references, qualification certificates and a valid Enhanced DBS Certificate.
- Once your details are processed and cleared in full, we will start to assign you with tutoring/mentoring clients and liaise with you on a weekly basis.

TOP TIPS FOR A SUCCESSFUL APPLICATION

- Tailor your responses to the person specification.
- Explicitly show that you have proactively researched the company and brand.
- Show a genuine enthusiasm for learning and helping others to achieve their goals.
- Revise and remember the nine competencies and demonstrate them throughout your whole application.
- Give original examples where you have displayed the nine competencies that will allow you to stand out amongst the crowd.
- Be consistent in your application. Try not to contradict yourself.
- Get straight to the point. Don't ramble or hide your genuine intentions behind flowery vocabulary. Simplicity is key.
- Don't be afraid to show your desire to earn more money. Being money-motivated isn't a crime. It shouldn't be your only motive, but it will do your application no harm if you mention it as one of your motivating factors.
- Show your desire to take *Proof-Reid®* to a new level. State where you feel the company/brand excels and also where you feel it can improve to become a dominant force in its particular field.



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THE NINE COMPETENCIES

- P – Proactivity – A tutor/mentor needs to be proactive in planning lessons and keeping up-to-date with the latest developments within the academic/financial world.
- R – Resilience – A tutor/mentor must be resilient because tutees may cancel on you or initially, you may not feel that you are having the desired impact on your tutee/mentee.
- O – Organisation – A tutor/mentor must display a strong level of organisation in order to deliver consistently outstanding lessons and help our tutees/mentees progress academically/personally.
- O – Originality – A tutor/mentor must be original to dispel the age-old myth of old, boring and unenthusiastic academic tutors/mentors who put their tutees/mentees to sleep.
- F – Focus – A tutor/mentor must be focused on the task in hand and be able to dedicate their attention to the individual's needs. Attention to detail is vital.
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- R – Resourcefulness – A tutor/mentor must be resourceful in multiple ways. How are you resourceful with your time? Space? Money? Equipment? Relationships?
- E – Empathy – A tutor/mentor must display empathy towards their tutees/mentees to ensure that they are teaching their tutees/mentees at the right pace and level, specific to the individual's ability.
- I – Independence – A tutor/mentor must be independent because your tutee/mentee relies on you heavily to be punctual, effective and enthusiastic. You are a vital component of their academic/personal perspective.
- D – Determination – A tutor/mentor must be determined to deliver their best lessons every week and determined to help their tutee/mentee exceed all academic expectations of themselves.



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APPLICATION FORM CHECKLIST

Please use this form to ensure that you have filled out all the appropriate sections in the application pack. If any sections are incomplete, you will not be invited for an interview.

If, for any reason, you do not submit a FULL employment history or have unemployment periods for longer than three months, please state why in the employment section on the application form.

| Application Form Checklist – Please tick YES/NO | YES | NO |
|--|------------|-----------|
| Supporting Information | | |
| Personal Details | | |
| Education | | |
| Qualifications and Courses | | |
| Full Employment History (please use continuation sheet if necessary) | | |
| Two work references | | |
| Signed and dated the Declaration | | |
| Interview Arrangement Availability | | |
| Equal Opportunities Form | | |



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APPLICATION FORM

| | | | |
|-------------------------------------|---|-----------|--|
| | | | |
| Post applied for: | Self-employed Tutor or Self-employed Mentor (Please Circle) | | |
| | | | |
| Where did you hear of this vacancy? | | | |
| | | | |
| PERSONAL DETAILS | | | |
| | | | |
| Title: Mr/Mrs/Miss/Ms/Other: | | | |
| | | | |
| Surname: | | | |
| | | | |
| Forename: | | | |
| | | | |
| Address: | | | |
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| | | | |
| | | | |
| | | | |
| | | Postcode: | |
| | | | |
| Home Tel: | | Mobile: | |
| | | | |
| Work Tel: | | Email: | |
| | | | |
| NI Number: | | | |
| | | | |
| Do you have a UK passport? | | Yes / No | |
| | | | |
| Do you require a work permit? | | Yes / No | |
| | | | |



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EDUCATION

Please give details of your education using a separate sheet if necessary:

| Schools / Colleges etc. | From (month & year) | To (month & year) | Examinations/Qualification | Date Obtained (month & year) |
|-------------------------|---------------------------|-------------------------|----------------------------|---------------------------------|
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QUALIFICATIONS & COURSES

Please give details of your qualifications using a separate sheet if necessary:

| Employees / Colleges etc. | From (month & year) | To (month & year) | Examinations/Qualification | Date Obtained |
|------------------------------|---------------------------|-------------------------|----------------------------|---------------|
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ADDITIONAL INFORMATION & EXTENDED SKILLS

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FURTHER QUALIFICATIONS & TRAINING

Details of any further qualifications obtained or relevant courses attended.
(please use continuation sheets if necessary)

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REFERENCES

Please provide the details of two people to whom we may apply for references, at least one of which should be your current or most recent employer:

| | | | |
|---------------|--|-----------|--|
| Name: | | Position: | |
| Company Name: | | | |
| Address: | | | |
| Tel: | | Email: | |

| | | | |
|---------------|--|-----------|--|
| Name: | | Position: | |
| Company Name: | | | |
| Address: | | | |
| Tel: | | Email: | |

May we contact the above individuals prior to the interview? Yes/No

DISCLOSURE & BARRING SERVICE CHECKS

A Disclosure & Barring Service check will be requested in the event of you being offered the post. If you register with the DBS Update Checking Service your DBS will be checked as and when required.

SECURITY CHECK DISCLAIMER/CONSENT

A security check will be performed in the event of you being offered the post.

REHABILITATION OF OFFENDERS ACT 1974

Because of the nature of work for which you are applying, this post is exempt from the provisions of section 4 (2) of the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975. Applicants are therefore not entitled to withhold any information about convictions which for other purposes are “spent” under the provisions of the Act and, in the event of employment, any failure to disclose such convictions could result from dismissal from the company. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the order applies.

DATA PROTECTION POLICY

Proof-Reid® is registered with the Information Commissioner’s Office.

DECLARATION

I understand that the appointment offered will be subject to the information given on this form being correct. I hereby certify that this is the case.

| | | | |
|---------------|--|------------|--|
| Name in full: | | | |
| Date: | | Signature: | |

INTERVIEW ARRANGEMENTS

Dates not available for interview:

Do you have any special requirements to enable you to attend the interview?



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EQUAL OPPORTUNITIES

Proof-Reid® will take positive measures to ensure that there is no discrimination, either direct or indirect, overt or unintentional, in respect of its selection processes, training and promotion opportunities, application of conditions of service, personnel policies and procedures etc., on the grounds of race, sex, age, marital status, disability, religion, creed, nationality, ethnic or national origins, social background or sexual orientation.

MONITORING INFORMATION

To ensure that our Equal Opportunities Policy is effective, detailed monitoring of applicants is carried out. This necessitates collecting information regarding disability, ethnic origin and the sex of applicants. Your co-operation would therefore be appreciated.

This information is solely used for monitoring purposes. It will be treated as confidential and this sheet will be detached from your application form on its receipt and before shortlisting takes place.

| | | | |
|--|--|--|--|
| Name: | | Male / Female (please delete as appropriate) | |
| What is your nationality? | | | |
| Is English your first language? Yes / No (please delete as appropriate) | | | |
| I consider my ethnic origin to be: | | | |
| White: | | Bangladeshi: | |
| Black Caribbean: | | Chinese: | |
| Black African: | | Black Other: | |
| Indian: | | Other: | |
| Pakistani: | | | |
| Religion: | | Date of Birth: | |
| Are you registered as Disabled? Yes / No (please delete as appropriate) | | | |
| If yes, Registration No: | | | |
| Some of this data may be held on computer and will be subject to the provisions of the Data Protection Act 1998. | | | |



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**Please attach your most recent, updated CV below here or
Email it to Ryan_Reid1994@outlook.com:**