|  |  |  |  |
| --- | --- | --- | --- |
| **Understanding Mental Health**  **Teaching Assistant Application Form** | | | |
| **Personal Details** |  | | |
| Surname |  | | |
| Forename(s) |  | | Title |
| Address |  | | |
|  |  | | |
|  | Postcode | | |
| Telephone Number(s) | (Home) (Mobile) | | |
| Email address |  | | |
| National Insurance Number |  | | |
| Do you require a work permit? |  | | |
| **Further/Higher Education** | **Please give details of your first degree, including classification awarded, and any other relevant qualifications.** | | |
| College/University Attended |  |  | |
| Date Commenced |  |  | |
| Date of award |  |  | |
| Qualification achieved (include levels / grades / subject areas) |  |  | |
| **Present Position** | **Please give details of your present programme of study (including date commenced, current stage, mode of attendance and expected completion date).** | | |
| (Note : You will need access to the University IT facilities for the duration of the course on which you are tutoring. Therefore please make it clear when your student access to these facilities will expire.) | | | |
| Please let us know if there are any reasons why you may be unavailable during Semester 2 or during the assessment period (see Further Details for information on workload). | | | |

|  |  |  |
| --- | --- | --- |
| **Teaching** | Please give details of any teaching skills and experience you could bring. Please include any experience you may have of working in an elearning environment and of assessing students’ work | |
|  | | |
| Have you previously undertaken tutoring as a Teaching Assistant within the University of Manchester? | | YES/NO |
| If yes, please give dates and details of course titles and Discipline Area: | | |
| Have you previously undertaken a Postgraduate Assistants’ Teaching Certificate (at this or another Institution)? | | YES/NO |
| If yes, please give details: | | |
| **Please note that if you are not in possession of a PGTA’s certificate, you will be required to attend the University’s course for Graduate Teaching Assistants as soon as possible after taking up this appointment.** | | |
| **Relevant interest and experience** | **Please give details of any relevant interest, knowledge and previous experience you have** | |
|  | | |
| Please give details of any disability or medical condition which could affect your performance in any aspect of this post: | | |

|  |  |
| --- | --- |
| **Supervisor details** | **We will seek permission and a reference from supervisors.** |
| **Name of supervisor:** | |
| **Position:** | |
| **Address:** | |
|  | |
|  | |
|  | |
| **Email address:** | |

**Completed application forms should be submitted via email to** [**UMH email address here**] **using the subject line “UMH GTA Vacancy Application”**

**For informal enquiries please contact** [**sian.yeowell@manchester.ac.uk**](mailto:sian.yeowell@manchester.ac.uk)