

**Faculty of Humanities**

**Application to become a Teaching Assistant 2019-20**

**Section A – Your Information**

**ALL APPLICANTS (NEW & RETURNING) MUST COMPLETE ALL SECTIONS**

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| --- | --- |
| **Name (Family Name)** |  |
| **First Name(s)** |  |
| **Title (Mr/Mrs/Miss/Ms./Dr/Other)**  **(please specify)** |  |
| **Date of Birth** |  |
| **Staff/Student ID number** |  |
| **Are you a new or returning TA?** | NEW RETURNING |
| **Are you currently studying at The University of Manchester?**  **If ‘Yes’, what year of your studies are you in? (e.g.1st, year/2nd year ….)** | YES NO |
| **Nationality (as noted on your passport)** |  |
| **If you are from outside the EEA do you have a work permit?** | YES NO |
| **If no please be aware you will require a work permit before being set up on the HR/Payroll system.** | |
| **Are you a student on a Tier 4 visa?** | YES NO |
| **Are you a native English speaker?** | YES NO |
| **If no, please indicate the date you took the English Language proficiency Test at University Language Centre and score** | Date: Score: |
| **Disability: Please give details of any disability or medical condition which could affect your performance in any aspect of the post. The information you provide at this stage will be treated with the utmost confidence.** |  |
| ***Please be aware that together with other applicants, Schools will guarantee an interview and/or a place in the pool to anyone with a disability who meets the essential criteria for the job. This does not however guarantee a job.*** | |
| **Your contact details** | Address: |
| Telephone: |
| e-mail: |

**Section B – Subject Area**

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| --- | --- | --- |
| **Your current subject area and department** |  | |
| **Which degree programme are you studying on?** |  | |
| **Title of Thesis?** |  | |
| **Name of supervisor** |  | |
| **Has your supervisor agreed to this application?** | YES | NO |
| **If yes please attach evidence i.e. email from Supervisor OR have them sign here** | Supervisor Signature: | |
| **If no, please provide details** | Name:  Email: | |
| **Year of first registration?** |  | |
| **Mode of Attendance:** | FT | PT |
| **Submitted** | YES | NO |
| **Submission Pending** | YES | NO |
| **Estimated date of completion:** |  | |
| **How many full-time or part-time semesters have you completed?** | FT: | |
| PT: | |

**Section C: Teaching Experience**

|  |  |  |  |  |  |  |  |
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|  | **Are you in receipt of a bursary linked to** | | |  |  | YES NO |  |
|  | **Teaching?** |  | | |  | | |
|  | **If yes, please specify which bursary.** | |  | |  | | |
|  | | | | |  | | |
| **Prior Training (please give details of your undergraduate degree)** | | | | | College/University: | | |
| Title of qualification: | | |
| Year awarded: | | |
| Qualification:  (i.e. 2:1, 2:2 or country equivalent) | | |
| **Do you hold a teaching certificate from another institute?** | | | | | YES NO | | |
| **If Yes please specify** | | | | | Institute: | | |
| Qualification: | | |
| Dates: | | |
| **Plus: key areas of expertise**  **(in the event of currently unlisted new courses) OR Subject Area/Discipline & Course Units you would like to teach in: (Please be aware that certain programmes/course units may not use TAs and it is advised that you liaise with the School TA Co-ordinator)** | | | | | 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |

# Section D: Additional Information

Please be aware that each School/Discipline may have local rules relating to the use of TAs at any given

Level and therefore you need to check with the relevant TA co-ordinator prior to submitting your

application.

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| --- | --- |
| **Year/Semester you first undertook work as a TA at the University of Manchester** | Year:  Semester: |
| **Availability in following year** | Semester 1  Semester 2 Both |
| **No. of hours you would like to teach**  **(please be aware the maximum is 180 in an**  **academic year.**  **Students on a Tier 4 visa must adhere to the**  **maximum no. of hours work permitted by their**  **visa. If you are in any doubt as to what the visa**  **rules are, you must raise this immediately.)** |  |
| **Type of work (please indicate which you are interested in taking part in)** | Lab Work  Fieldwork Tutorials Seminars Marking |
| **CV:**  **Alternatively, attach a CV to the application.**  **Alternatively attach a CV to the application** | |