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**Faculty of Humanities**

**Application to become a Teaching Assistant**

**Please ensure that all sections marked** \* **are completed prior to submitting**

**Section A – Your Information**

|  |  |
| --- | --- |
| Surname\* |  |
| First name(s) \* |  |
| Title\* |  |
| Staff/Student ID number (found on staff/student card) \* |  |
| Do you require a work permit? \* |  |
| 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?\* |  |
| Student mail Contact Details | Telephone |
|  | Email |

**Section B: Prior Experience**

|  |  |
| --- | --- |
| Prior Training (please give details of your undergraduate and taught masters qualifications) | College/University: |
| Title of qualification: |
| Year awarded: |
| Qualification:  (i.e. 2:1, 2:2 or country equivalent) |
|  | 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?\* |  |
| If yes, please specify. | Institute: |
| Qualification: |
| Dates: |
| Previous Teaching Experience  Please detail on which courses have you previously taught?  (Please include any course unit numbers and titles of courses which are no longer running or at another institution.) | 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| 6. |
| Plus: key areas of expertise  (in the event of currently unlisted new courses) OR Subject Area/Discipline & Course Units you have experience in: | 1. |
| 2. |
| 3 |

**To be completed if you are a PhD student**

**Section C – Subject Area**

|  |  |
| --- | --- |
| Your current School/Department/subject area/ |  |
| Current degree programme\* |  |
| Has your supervisor agreed to this application? \* |  |
| If yes, please attach evidence i.e. email from supervisor OR have them sign here. | Signature: |
| If no, please provide supervisor name and e-mail address. (We appreciate you may be unable to confirm supervisor approval within the tight deadline.) |  |

**Section D: Additional Information**

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|  |  |
| --- | --- |
| 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 for full time PhD students) |  |
| Type of work (please indicate which you are interested in taking part in where/if applicable) | Lab Work  Fieldwork Tutorials Seminars Marking |

|  |  |
| --- | --- |
| In order to support you as a Teaching Assistant, please indicate if you require any reasonable adjustments to undertake this role. If you select yes, you will be contacted confidentially to discuss further. For information on how any data you provide will be used, please see the [university’s privacy notices](https://www.manchester.ac.uk/discover/privacy-information/data-protection/privacy-notices/) for details, specifically the university staff privacy notice in the ‘university staff’ section |  |
| Do you have responsibilities that would make it difficult to teach at certain hours?\* |  |
| If you have answered 'yes' to either of the above questions and your application is successful, colleagues involved in organising the teaching will be in touch to help make appropriate timetabling arrangements. | |
| Please attach your CV (maximum 2 pages)\* | |

**Applicants may wish to attach a statement in support of their application.**