

Refugee Education & Employment Programme
Volunteer Tutors Enrolment Form

First Name:

Surname:

Address:

Out of term time address if applicable:

Postcode:

Telephone No. (day)

(evening)

(mobile)

E-mail:

Experience / Voluntary Work / Work / Qualifications

Interests

Preferred Teaching Area (E.S.L./ Literacy) and level

Mother tongue / Languages Known (please state fluency)

Please circle the times / days you are available to teach and we will then match you up with a student for one of the circled times.

| | | |
|-----------|---------|--|
| Monday | 10-12 | 1 - 3 |
| Tuesday | 10 -12 | 1 - 3 |
| Wednesday | | 5.30 - 7 7.30 - 9 |
| Thursday | 10 - 12 | 1 - 3 |
| Friday | closed | |

References: Please give the name and address of two people who can provide a character reference for you. One in a formal capacity and one can be a friend or a relative.

1.

2.

Where did you hear about REEP?

The information provided on this form, is to the best of my knowledge, accurate and complete.

Signature.....Date.....

Thank you for completing this form. Please return it to;

Volunteer/ Student Co-ordinator
 REEP, Alpha House
 10 Carver Street
 Sheffield S1 4FS
 Tel & Fax: (0114) 281 2113
 E-mail: admin@refed.plus.com

We will get back to you as soon as possible but some times of year are very busy so don't hesitate to call us if you think we are taking a while to get back to you.

Office use only.

Date of enrolment:

With (worker name):

Registration meeting date:

Time:

Placed on BTT dates:
(circle)

To place before or after BTT: before/after

Dates BTT completed :

Date OCN gained and levels:

Date references requested.

Dates references received:

| | | |
|------------------|----------------------|----------------------|
| Student assigned | 1. | 2. |
| First lesson | <i>date time day</i> | <i>date time day</i> |
| Date ended | | |
| Reason why: | | |
| Student assigned | 3. | 4. |
| First lesson | <i>date time day</i> | <i>date time day</i> |
| Date ended | | |
| Reason why | | |

Retirement date of volunteer and reason why:

In my role as a volunteer tutor I agree to attend:

- An initial interview
- Volunteer tutor training
- Induction of student
- OCN tutorial
- And other general tutorials as required

This will be in addition to my one to one teaching at REEP and dates will be arranged for the above at our mutual convenience.

Equal Opportunities Monitoring Form

We want to check that we are offering equal opportunities to all ethnic groups in the community. Information supplied is for statistical purposes and treated as confidential. If you are not prepared to divulge this information please state this. Thank you.

How would you describe your ethnic origin?

Bangladeshi Black Other Pakistani Other – Asian

Black African Chinese Black Caribbean Indian

White Other

NOTE: Please specify if desired

Do you consider you have a disability?

Disabled Registered Disabled Not Registered None

Gender: Male Female