



ITAS Tutor Registration Form 2009

Personal Details

Title:	Family Name:
Given Names:	

Home Address

	State:	Postcode:

Contact Details

Home Phone:	Work Phone:
Mobile Phone:	Work Fax:
Email Address:	

Academic Qualifications

Please list the qualification you have or the level of education you have obtained to date (attach certified copy of transcripts if not already held by the Ngunnawal Centre)

Other Teaching and Professional Experience

Preferred Subject Areas

List the subjects that you would like to tutor.

Are you of Australian Aboriginal or Torres Strait Islander descent? Yes/No
 Have you attended cultural awareness training at UC ? Yes/No
 Have you worked with Indigenous Students before? Yes/No
 If yes please give details

I declare that the information given in this application is true and correct.
 I authorise the University of Canberra to obtain information from and give to other organisations, details about me relevant to the administration of ITAS assistance.
 Ihave read and understood this declaration and hereby agree to be bound by it.
 Signature:Date:
 PTO

Checklist to return to the ITAS Coordinator ;

NEW TUTORS

- UC Contract of Employment for Casual Academic Staff (green)**
- Sessional Staff Bank and Superannuation Details form**
- Tax File Number Declaration**
- UC New Arrival Form**
- Employee Health Statement**
- Copy of Visa (if not Australian Citizen)**
- Copy of professional qualifications and transcripts**
- Copy of Curriculum Vitae**
- Copy of Photographic Identification**

CONTINUING TUTORS (Employed previous Semester)

- UC Contract of Employment for Casual Academic Staff (green)**
- Employee Health Statement**
- Copy of Visa (if not Australian Citizen)**

I have been provided with the Ngunnawal Centre ITAS Tutor guide

Yes/No

Office Use Only

Tutor Staff Identification Number:	Received Tutor Work Program: Yes / No
Qualifications sighted or held on existing file: Yes / No	Received Supply of Claim Forms: Yes / No
Details entered/checked on tutor register.	