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**Cornwall Marine Network Ltd**

Maritime Business Centre

Units 7a & 7b Falmouth Business Park

Bickland Water Road

 Falmouth

 Cornwall

TR11 4SZ

Telephone: 01326 211382

**To apply for this vacancy, please:**

* Complete the application form below
* Attach an up to date copy of your CV
* We do not ask for a covering letter, but if you provide one we will read it
* Post the application form and CV to the above address, or email to: networkoffice@cornwallmarine.net

**CMN Freelance Tutor Application Form**

The information you provide will help us make a fair decision in the selection process. Please ensure that the application form is fully completed and submitted, via email or in the post, to the above person on or before the closing date. Applications received after the closing date may not be considered.

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| **Section 1** |
| Role(s) Applied for: |  |

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| **Section 2 – Personal details** |
| First Name(s): |  | Surname: |  |
| Address: |  | Home phone: |  |
| Mobile: |  |
| Email: |  |
| Do you require a work permit for employment in the UK? |  |

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| **Section 3 - Your current or most recent employment / work** |
| Job title / role: |  |
| Employer/ Contractor(s) name and address: | *(Please note: we will not contact anyone without your prior permission)* |
| Current Salary/ hourly /daily rate of pay: |  |
| Main duties and responsibilities: |  |
| Are you seeking to add to your existing employment / work capacity with CMN freelance work?  | Yes |[ ]  No |[ ]
|  | *If yes, how many days per week do you have available / are you seeking?* |
| **Section 4 - Previous employment, contracts or experience**  |
| Start with the most recent first and work backwards. Please explain any gaps in your work history since you left education (e.g. unemployment; career breaks; voluntary work; travel etc.). |
| Dates (mm/yy) | Employer / Contractor**or** Reason for gap | Job title, duties and responsibilities | Reason for leaving |
| From | To |  |  |  |
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| **Section 5 - Education and Qualifications -** Start with the most recent first and work backwards. |
| Do you have a formal teaching qualification? *(Please tick)* | Yes |[ ]  No |[ ]
|  | *If yes, please state which qualification in the space provided (note that we will require a copy if successful)* |
| Do you have a formal Assessors qualification? *(please tick)* | Yes |[ ]  No |[ ]
|  | *If yes, please state which qualification in the space provided (note that we will require a copy if successful)* |
| Do you have a formal IQA qualification? *(please tick)* | Yes |[ ]  No |[ ]
| Are you qualified to deliver functional skills training? *(please tick)* | Yes |[ ]  No |[ ]
| In the table below, please list all of your relevant qualifications. If you run out of space, continue on another piece of paper and attach.  |
| Date | Title of qualification | Description including level achieved  |
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| **Section 6 - Other training, courses and development** |
| Have you completed Safeguarding Training within the last 12 months?  | Yes |[ ]  No |[ ]
| Have you completed Prevent Training within the last 12 months? | Yes |[ ]  No |[ ]
| Please select which of these statements best describe your IT skills | No knowledge and not confident using any form of IT |[ ]
|  | Basic knowledge and application |[ ]
|  | Good understanding and able to comfortably use a variety of applications including Microsoft Office |[ ]
|  | Strong understanding and confident training others |[ ]

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| In the table below, please list all of your relevant additional training courses you have attended. If you run out of space, continue on another piece of paper and attach. |
| Titles of other courses/non-accredited training, | Description |
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| **Section 7 – Skills and Experience** |
| Do you have experience of delivering training remotely / online | Yes |[ ]  No |[ ]
|  | *If yes, please briefly describe your experience here and typically the range of group sizes you have supported* |
| Have you delivered a blend of learning styles to include teaching, coaching, workshop breakouts, assessments and interviews?  | Yes |[ ]  No |[ ]
|  | *If yes, please specify if this has been face to face / remotely / both* |
| Have you previously developed new curriculum that has been quality approved?  | Yes |[ ]  No |[ ]
|  | *If yes, please provide examples. Please also specify if face to face design or online* |
| Have you previously developed a range of course materials for both face to face and online delivery?  | Yes |[ ]  No |[ ]
|  | *If yes, please provide examples.*  |
| Can you estimate your success rate for Apprenticeship delivery to date?  |  |
| Have you ever used an e-portfolio system?  | Yes |[ ]  No |[ ]
|  | *If yes, please specify which system?* |
| Please list all the titles / types of courses / Apprenticeships that you have experience of or are comfortable to deliver? |
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| **Section 8 - Your supporting statement** |
| This important part of your application will be used to decide if you meet the criteria and should be shortlisted for interview. Refer to the role profile / job description provided and tell us how your knowledge, skills and experience match the criteria required and please provide relevant working examples.  |
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| **Section 9 - References** |
| **Reference 1**: A recent employer or a contracting agent / company you have recently provided freelance support to. OR a current or recent employer if this is more relevant | **Reference 2**: A recent, relevant, professional reference. |
| Full name: |  | Full name: |  |
| Job title: |  | Job title: |  |
| Employer: |  | Employer: |  |
| Address: |  | Address: |  |
| Email: |  | Email: |  |
| Tel: |  | Tel: |  |
| Relationship to you: |  | Relationship to you: |  |

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| **Your declaration** |
| I understand if I am commissioned to deliver Freelance services to CMN and you subsequently find that any of the information I have provided is proven to be inaccurate you will terminate the service with immediate effect. |
| **Signature**  |   | **Date:** |  |

**Thank you** for taking the time and effort to complete this application form. Please be reassured we will contact you to let you know the outcome of your application.

**Cornwall Marine Network Ltd**

**Equal Opportunities Monitoring Form**

Cornwall Marine Network aims to be an Equal Opportunities employer / contractor and in particular aims to ensure that no potential or actual employee / contractor receives more or less favourable treatment on the grounds of age, race, colour, ethnic or national origins, gender, marital status, sexual orientation, disability or impairment, income, education, religious beliefs, or cultural heritage.

You are not under any obligation to complete this questionnaire, but it will help us with the task of monitoring how accessible our advertising and recruitment is.

This page will be separated from your application form on receipt and not linked in any way to it. The information it contains will be used for statistical purposes only. You may choose to answer only some of the questions.

Post applied for:

Please tick the appropriate box in answer to the questions below:

**Gender** Female🗌 Male 🗌 Other🗌 Prefer not to say🗌

**Age** Less than 25 🗌 25-24 🗌 35-44 🗌 45-64 🗌 65+ 🗌 Prefer not to say🗌

**How would you describe your race or cultural heritage?**

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| **Ethnicity** *(Please Tick)* |
| **White**  |  |  |  |  |  |
| ***English / Welsh / Scottish / N. Irish / British*** | ***Irish*** | ***Gypsy or Irish Traveller*** | ***Cornish*** | **Other (Please Specify):**  |
|  |
| **Mixed / Multiple Ethic Group**  |  |  |  |  |
| ***White & Black Caribbean*** | ***White & Black African*** | ***White & Asian*** | ***Other (Please Specify):*** |
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|   |  |  |  |  |
| **Asian / Asian British**  |  |  |  |  |  |
|   | ***Indian*** | ***Pakistani*** | ***Bangladeshi*** | ***Chinese*** | ***Other (Please Specify):*** |
|   |  |
| **Black / African / Caribbean / Black British**   |  |  |  |   |   |
| ***African*** | ***Caribbean*** | ***Other (Please Specify):***   |  |  |
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| **Other**  |  |  |  |  |  |
| ***Arab*** | ***Other (Please Specify):*** |  |  |  |

**Please specify how you found out about the position for which you are applying:**

**Thank you for your assistance.**

**Cornwall Marine Network Ltd,** Maritime Business Centre, Units 7a & 7b Falmouth Business Park,

Bickland Water Road, Falmouth, Cornwall, TR11 4SZ

Telephone: 01326 211382, Fax: 01326 318250