



# THE MELTING POT LEARNING CENTRE

PO Box 216 Bridgewater South Australia 5155 • tel - 08 8339 6466 • email - [www.meltingpot.org.au](http://www.meltingpot.org.au)

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## The Melting Pot Learning Centre Tutor Application

Dear Prospective Tutor,

Thank you for expressing an interest in becoming a tutor for The Melting Pot Learning Centre  
Here are a few points to help you understand tutor selection procedures:

- The Melting Pot assesses the application according to our requirements for tutors.
- If an application is considered to meet these requirements, an interview will be organized with the applicant.
- Other applicants will be informed by mail that their services are not required at this time.
- The Melting Pot will release a course brochure every six months and the applicant interviews will fit in with the publishing needs of the programme.
- The Melting Pot requires all applicants to complete the attached form, Declaration on Application for a Contract as a Tutor for the Melting Pot Learning Centre.
- Tutors are engaged by The Melting Pot on an hourly contract basis. Tutors need to have their own arrangements for taxation, ABN and professional insurances in place.

Thank you for your interest.

### Information for Applying Tutors

The Melting Pot is a non-profit community based adult education organisation in the Adelaide Hills.

- Tutors are engaged on a contract basis for the hours of teaching delivered. Payment rates will be generally around \$30 per hour.
  - Payment is made by cheque, or direct credit to a designated account at the completion of the course.
  - No applicant is necessarily contracted even in response to an advertisement.
  - Courses are held in various venues throughout the Adelaide Hills. The course sizes vary according to the tutors' needs and are set in conjunction with The Melting Pot with maximum and minimum enrolment parameters.
  - The duration of any course is negotiated with The Melting Pot.
  - Ideas for course formats are 1 day, or multiple sessions for a series from 6 to 9 weeks.
  - The Melting Pot courses are short and introductory, usually without tests or assessment.
  - Tutors must prepare a course outline before they are recruited, to be submitted with this application.
  - Tutors are responsible to find a replacement tutor in the event that they are unable to provide the course, or part thereof, due to unforeseen circumstances.
  - No previous teaching experience is required. The Melting Pot seeks people with expert knowledge of the subject area, good communication skills and an enthusiasm to teach and share knowledge with adults.
  - For courses that involve youth, police and history check, along with references, need to be supplied with this application.
  - Tutor applications are carefully reviewed. Selected individuals are interviewed and offers of contract are negotiated.
  - All applications are acknowledged. Programming imperatives may mean your application is not acknowledged quickly.
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## The Melting Pot Tutor Application

The terms of engagement of a tutor are subject to the The Melting Pot guidelines are available at the interview. Tutors should be aware they are contractors independent of The Melting Pot and may need to make their own arrangements for insurance and other matters.

Mr Mrs Ms Dr First name ..... Last name.....

Address ..... Postcode .....

Telephone (Work) ..... (Home) .....

Email address ..... Date of birth .....

Qualifications .....

Subject(s) you wish to teach (Please submit a course outline with this application) .....

Please circle the time slots which are most suitable for you: Weekdays Weeknights Weekends

Have you taught adults before? YES NO

If yes, when? .....

Do you have your own venue available for your course? If so provide details.

Please list all experience relevant to this application (if further space is required, attach separate sheet).

If your course involves youth please attach a police check and name two referees who will be contacted by The Melting Pot Learning Centre to help assess your application

Referee Name ..... Contact Details .....

Referee Name ..... Contact Details .....

I authorise The Melting Pot to use information on my experience and qualifications for promotional purposes, whilst contracted as a tutor. YES NO

*Please complete the declaration on page 3 and 4 of this form and return it to The Melting Pot, PO Box 216, Bridgewater, 5155.*

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## Declaration on Application for a Contract as a Tutor for The Melting Pot Learning Centre

I, ..... (print name in full)

of .....

..... (print address)

declare as follows:

**1.** I am an applicant for the position of Tutor within The Melting Pot Learning Centre.

**2.** I acknowledge that, if my application for engagement in The Melting Pot Learning Centre is successful and I am engaged I may, during the course of that contract, gain access to students' personal information. I understand that I may not reveal any personal details of a student, including the contact details' to any person outside of The Melting Pot Learning Centre and its staff members. I understand that I must not disclose or make use of that confidential information, during or after that contract, except in the proper course of my duties. In particular, I undertake not to use any confidential information gained by virtue of any of The Melting Pot contracts, with the intent of securing a benefit for myself, any person, company or any future employer.

**3.** I understand that, if my application for engagement in The Melting Pot Learning Centre is successful and I am engaged as a tutor, the offer of a contract to me will be expressly on the basis that the information that I have provided in relation to my application for engagement is true and correct in every detail. I understand that any incorrect statement in my application or interview for engagement on any matter relevant to my contract in The Melting Pot Learning Centre, including (but not restricted to) my qualifications, experience, ability, physical or mental health or personal integrity, may make me liable to disciplinary action which may include cancellation of my contract(s).

**4.** I understand that upon a successful contract with The Melting Pot Learning Centre, I am responsible for my own financial arrangements regarding, taxation, superannuation, and liability insurances.

**5.** I understand that should I become unable to continue providing the course/s that I have been contracted to hold, it is my responsibility to arrange a replacement tutor who is satisfactory to The Melting Pot Learning Centre. In the eventuality that I am unable to find a replacement tutor, The Melting Pot Learning Centre may cancel the arranged course.

**6.** In the event of illness, etc. preventing you from attending a scheduled learning session, and you cannot find a suitable replacement, you will notify all learners and make arrangement for a replacement session.

**7.** To the best of my knowledge all information contained in my application, provided in support of my application and disclosed in response to the following questions, is true and correct in every respect.

a) Do you currently have any disability or medical condition, which might prevent or impede you from being able to satisfactorily perform any duties that might be required of you in the position for which you have applied, especially in exercising your duty of care toward students of The Melting Pot Learning Centre? YES /NO

If yes, please provide details (please include details of any assistance or adjustments that would allow you to carry out the functions of the position):

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*Please note: If you have any disability or medical condition, which might require the provision of non-standard measures to either provide you with a safe system of work, or to enable you to satisfactorily perform your duties, you should tell us. This information is necessary to enable us to provide a safe system of work for you in the event that you are offered a contract, and to enable us to provide appropriate assistance. The provision of any such information will not be used to discriminate against you because of the existence of any such disability or medical condition.*

b) Have you ever been convicted of a criminal offence? YES /NO

If yes, please provide details

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c) Are you currently facing charges yet to be determined for any criminal offence? YES/NO

If yes, please provide details:

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d) I am applying for a contract that necessitates involvement with youth and I have attached my police check, teaching history, and supplied two referees which I authorize The Melting Pot Learning Centre to contact. (Delete if not applicable)

I declare that the information in this declaration and in any other documents completed by me in support of my application for engagement at The Melting Pot Learning Centre, and the information provided by me during any interviews in connection with my application for a contract as a tutor of The Melting Pot Learning Centre, is true and correct in every detail. I also understand that any offer of a contract at The Melting Pot Learning Centre will be expressly on the basis that the information that I have provided in relation to my application for engagement is true and correct in every detail. I understand that any incorrect statement in connection with my application for a contract in The Melting Pot Learning Centre may lead to a rejection of my application for a contract, or in the event that I am offered a contract at The Melting Pot Learning Centre, make me liable for disciplinary action, which may include the cancellation of my contract.

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

**Please note:**

For team or dual tutorship contracts each tutor must fill out both the tutor application and the declaration form independently.

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