

## 2012 Summer residential schools & alternative learning experiences (ALEs)

**Please read these notes before you complete your application.**

Use this application form to apply for the following posts:

- Tutor (face to face school)
- Tutor (ALE)
- Demonstrator
- Tutor-learning adviser (MSXR209 only)
- Foreign language assistant (L204, *Viento en Popa* only)
- Module director (formerly known as course director) (current associate lecturers may request to be considered)
- Module director's assistant (SXR375/6)
- Script marker (for TMAs and end of module assessments - see [module descriptions](#) where applicable).

**If you have held a summer residential school appointment in the last 3 years you need only complete questions 1 to 15\*.**

\* Some modules require you to provide further information in question 22 – see [module descriptions](#) for details.

**In all other circumstances a full application must be submitted.**

**All applicants:** please complete the equal opportunities monitoring form at the bottom of the application. The University is obliged to ask for this information but it is not made available to recruitment panels when considering appointment decisions.

If you are completing your application online using the MS Word format and you are unable to use the hyperlinks, go to 'Tools' on the toolbar, select 'Unprotect Document' and then click 'OK'.

You can return your application by:

- **email:** [ss-res-schools-job-applications@open.ac.uk](mailto:ss-res-schools-job-applications@open.ac.uk) (no signature required);
- **fax:** +44 (0)1908 659 044

Applications received by email will be acknowledged automatically.

If you need any help with the application please contact the Residential Schools Team on +44 (0)1908 653 235 or email us at [residential-school-jobs@open.ac.uk](mailto:residential-school-jobs@open.ac.uk)

**The closing date for applications is 20 February 2012**

**We will let you know the outcome of your application as soon as we are able. For some alternative learning experiences and the online school DZX222, appointment selections are not made until nearer the school start.**

You have the right under the Data protection Act (the right of "subject access") to a copy of information held about you. To obtain this, please write to Data Protection Coordinator, The Open University, PO Box 497, Walton Hall, MILTON KEYNES, MK7 6AT.

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**For office use only**

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**Comments:**

1. Staff reference number

2. Surname

3. First name(s)

4. Title

5. Gender

6. Are you eligible to work in UK?

7. What is your nationality?

8. If you currently work in Higher or Further Education please state your HESA identification number (if known)

9. Role(s) applied for. Please tick the boxes below to indicate the roles you are applying for

Tutor (face to face) – Q12

Tutor (ALE) – Q13

Tutor-learning adviser (MSXR209 only)

Foreign language assistant (L204 only)

Demonstrator

Module director (see note on page 1)

Module director's assistant (SXR375/6)

Script marker (see note on page 1)

10. Maximum number of residential school weeks to be considered for 1  2  3

11. Do you hold a current first aid certificate?

Yes

No

If yes, are you prepared to act as a first aider if appointed?

Yes

No

If yes, please give details of your most recent training/refresher session:

12. Residential schools applied for

Please include the teaching theme where the modules offer it – see [module descriptions](#).

For DD303 and DXR222 include the venue preference with the date, e.g. BA 21 Jul (Bath 21 July), NG – Nottingham or SX – Sussex

School (module code) (In preference order)	Start dates and themes (In preference order)				Theme	Available as reserve	Available all dates	Office use WB
	1 <sup>st</sup> choice	2 <sup>nd</sup> choice	3 <sup>rd</sup> choice	4 <sup>th</sup> choice				
1 <sup>st</sup> choice						<input type="checkbox"/>	<input type="checkbox"/>	
2 <sup>nd</sup> choice						<input type="checkbox"/>	<input type="checkbox"/>	
3 <sup>rd</sup> choice						<input type="checkbox"/>	<input type="checkbox"/>	
4 <sup>th</sup> choice						<input type="checkbox"/>	<input type="checkbox"/>	

If you hold an associate lecturer appointment ONLY, please go to Question 13. If you hold an internal salaried appointment, please confirm on what basis you have been given line manager approval to undertake this appointment (please tick one box only):

Annual leave would be taken to do the work

Line manager approval would be given to do the work without taking annual leave

Name and email address of your line manager

It is your responsibility to ensure that you have arranged the appropriate time away from the office (i.e. leave has been booked or line manager approval has been given).

### 13. Alternative learning experience (ALE) schools applied for

Alternative learning experiences (ALEs) are running for DD303, L203, L204 and L211. You can apply to tutor on both the residential school and the ALE. See [module descriptions](#) for further details about the ALE options.

ALE Module Code	Dates	Other info	Available to tutor	Preference (if applying for more than 1 module)	Available as reserve	Office use WB
DD303	04 August – 24 August		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
L203	28 August – 13 September	Weekday evening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	29 August – 16 September	Weekday evening & weekend morning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
L204	03 September – 13 September	Weekday morning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	04 September – 16 September	Weekday & weekend evening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
L211	04 September – 04 October	Weekday evening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	02 September – 30 September	Weekend morning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	02 September – 30 September	Weekend afternoon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### 14. If you currently hold any associate lecturer appointments please provide details below

Module code	Module title	Appointing region/nation

### 15. Contact information

Address	Day telephone (including area code)
	Evening telephone (including area code)
	Mobile telephone number
	Email

Please let us know if your contact information changes after you submit your application. You can contact the residential schools team on +44(0)1908 653 235 or email residential-school-jobs@open.ac.uk

### 16. References

Please give the names and contact information of two referees. You DO NOT need to name any referees if you are a full-time member of University staff, a current associate lecturer, or have held a residential schools appointment in the past five years.

Please note that it is your responsibility to ensure that any application for or appointment to residential schools or ALE posts does not affect your terms and conditions of service if you are already in full-time employment.

Name and title	
Role	
Organisation name and address	
Telephone	
How are you known to referee?	

Name and title	
Role	
Organisation name and address	
Telephone	
How are you known to referee?	

**17. Higher education**

Include class of degree/diploma, subject and exact field of any higher degree thesis. Please use Question 21 to show how this relates to the role requirements and person specification.

Name and address of institution	Start date	End date	Award/description

**18. Membership of professional bodies**

Include grade of membership and date of election.

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**19. Present employment**

Include the name and address of your employer, your role title and a brief description of your duties. Please use Question 21 to show how this relates to the role requirements and person specification. Please state if you are not presently employed.

Name and address of employer	Start date	End date	Role

**20. Past employment**

Include the name and address of your employer, your role title and a brief description of your duties. Please use Question 21 to show how this relates to the role requirements and person specification.

Name and address of employer	Start date	End date	Role

**21. Please describe how you meet the role requirements and person specification**

**22. Other information**

Include any information relevant to your application that is not included elsewhere

**23. Your declaration**

I declare that the information contained in this application and any further information enclosed is, to the best of my knowledge, correct.

**Signature**

**Date**

## Equal opportunities monitoring form

The Open University is an equal opportunities employer.

We have an equal opportunities policy, the aim of which is to ensure that no job applicant receives less favourable treatment on irrelevant grounds (e.g. sex, race, colour, ethnic or national origins, age, disability, religious, sexual orientation or marital status), nor is disadvantaged by conditions or requirements which cannot be shown to be justified and relevant to the job.

In order to ensure that this policy is carried out, it is necessary for us to have some means of monitoring our recruitment and selection activity. Only by such measures will we be able to identify potential sources of discrimination and take remedial action. For this reason alone we would be most grateful if you would answer the following questions.

On receipt, the monitoring form will be separated from the application form and securely stored. It will be treated as strictly confidential and will be used for statistical monitoring only.

To carry out this approach we need your assistance, and would be grateful if you would provide the information requested, none of this information will be seen or used during the selection process.

### **Section 1**

This information must be provided to carry out our administration procedures, however it will not be used during selection processes. **Without your date of birth your application can not be progressed.**

Family name or last name:  First name:

Date of birth:

### **Section 2**

Please select one of each of the following sections which best describes you:

**Sex:** Male  Female  Not specified

**Disability:** Do you consider yourself disabled? Yes  No  Information refused

(Under the Equality Act, a disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities).

#### **Ethnic origin:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> 31 Indian                    | <input type="checkbox"/> 13 White - Scottish   | <input type="checkbox"/> 14 Irish Traveller        |
| <input type="checkbox"/> 33 Bangladeshi               | <input type="checkbox"/> 12 White - Irish      | <input type="checkbox"/> 19 Other White Background |
| <input type="checkbox"/> 32 Pakistani                 | <input type="checkbox"/> 11 White - British    | <input type="checkbox"/> 29 Other Black Background |
| <input type="checkbox"/> 34 Chinese                   | <input type="checkbox"/> 43 White and Asian    | <input type="checkbox"/> 49 Other Mixed Background |
| <input type="checkbox"/> 41 White and Black Caribbean | <input type="checkbox"/> 22 Black - African    | <input type="checkbox"/> 39 Other Asian Background |
| <input type="checkbox"/> 42 White and Black African   | <input type="checkbox"/> 21 Black - Caribbean  | <input type="checkbox"/> 50 Arab                   |
| <input type="checkbox"/> 09 White - Welsh             | <input type="checkbox"/> 15 Gypsy or Traveller | <input type="checkbox"/> 80 Any other ethnic group |
| <input type="checkbox"/> 98 I do not wish to declare  |  |  |