ITAS – Indigenous Tutorial Assistance Scheme
University of Western Sydney Badanami Centre for Indigenous Education

ITAS Tutor Registration Form (Retainer Agreement)

This form is to be completed if you wish to be registered with ITAS for providing tutorial services. A Letter of Approval will be sent to you when work is confirmed. Please contact Australian Taxation Office if you require information regarding all taxation issues (including GST issues).

You MUST provide certified copies of your qualifications and any transcripts together with this form. This form is NOT a guarantee of work.

Personal Details

Surname ______________________________  First Given Name___________________________  Middle Name _____________________________

Gender (please circle one)   Male   /   Female       Date of Birth ______ / ______ / _______

Are you an (please circle whichever is applicable)       Aboriginal  /  Torres Strait Islander

Postal Address ___________________________________________________________________   State ______________    Postcode _____________

Home Address ___________________________________________________________________   State ______________   Postcode _____________

Contact Numbers   Home ______________________________  Work _____________________________  Mobile _____________________________

Email _______________________________________________

Qualifications and Experience

What are your qualifications or experience that enable you to provide ITAS tutoring? _________________________________________________
_____________________________________________________________________________________________________________________________

If you have a formal qualification please specify __________________________________________________________________________________

Year of study ____________________  (please write “completed” if you have already graduated)

Subject areas you prefer to tutor _____________________________________________________________________________________________

Have you had previous experience that would make you suitable to tutor Aboriginal and/or Torres Strait Islander students.

If so, please give details _______________________________________________________________________________________________________
_____________________________________________________________________________________________________________________________

Are you available for extra hours or casual work in other areas of the Badanami Centre (please circle one)   Yes   /   No

Declaration

I have read, understood and signed this agreement, including the terms of the General Conditions of Agreement, and agree to be bound by them. The information that I have provided is complete and correct at the date of signature. I will notify relevant staff of the UWS Badanami Centre for Indigenous Education as soon as possible if my details change in any way. I understand that personal information on this form can be disclosed without consent where authorised or required by law.

Signature __________________________________________________________________   Date ______ / ______ / _______

Checklist

Have you read & signed: ITAS General Conditions of Agreement / ITAS Tutor Registration Form (ITAS Retainer Agreement)?

Have you attached: Certified copies of your qualifications, transcripts, Curriculum Vitae etc.?