

CDAC TUITION PROGRAMME

TUTOR APPLICATION FORM (PART-TIME/ FREELANCE)



华社自助理事会

Reg no. 199202625K

Honorarium for Tutors

- \$80 (1hr 30min) for Primary 1 to 4 levels
- \$90 (1hr 30min) for Primary 5 & 6 levels
- \$95 (1hr 30min) for Secondary 1 & 2 levels
- \$105 (1hr 30min) for Secondary 3 to 5 levels
- \$160 (2hr) for A-Level Consultation Programme

Qualifications

- Certificate in Teaching/ Diploma in Education/ Postgraduate Diploma in Education; or
- A recognised Diploma/ Degree in the relevant subject area(s), with at least 3 years teaching experience as a full-time tutor; or a teacher in MOE schools

Requirements

- Applicant must be a Singapore Citizen or Permanent Resident
- Applicant must be at least 21 years old
- Able to conduct lessons on weekdays (afternoon/ evenings) and/or weekends (mornings/ afternoons)
- Good content knowledge and familiarity with latest MOE syllabus
- For A-Level Consultation Programme:
 - a) Lessons should cover the essential topics for General Paper, H2 Mathematics, H2 Chemistry, H2 Physics and H2 Economics. Tutors are to propose the structure of the lessons and submit scheme of work and lesson plans upon CDAC's request.
 - b) Tutors are required to prepare and provide the curriculum for the lessons
- Successful applicant is required to register as a MOE Volunteer and to sign a contract with CDAC for a period stipulated in the 'Contract for Service'

Required Documents

| Qualification | Documents |
|---|---|
| <ul style="list-style-type: none">• Diploma in Education (DipEd)• Postgraduate Diploma in Education (PGDE) | <ol style="list-style-type: none">a) Diploma/ Degree certificate (<i>for PGDE</i>)b) NIE scrolls and transcripts of each year's resultsc) Certificate in Teaching / Diploma in Education / Postgraduate Diploma in Educationd) Documentary evidence of leaving the employment under MOE (for former MOE school teachers)e) Documentary evidence of retirement status (for retired teachers) |
| Other relevant Diploma/ Degree | <ol style="list-style-type: none">a) O-level certificateb) A-level certificate (<i>if any</i>)c) Diploma/ Degree certificate and transcripts |

A copy of the above relevant documents must be enclosed with the application form. Incomplete application form or form without required documents will not be considered.

Please send completed application form and supporting documents via email to TutorApplication@cdac.org.sg.

For the email subject, indicate '**Application for Part-time Tutor (APPLICANT'S FULL NAME)**'.

Note: Only shortlisted applicants will be called for an interview. Applicants for A-Level Consultation Programme may need to bring along a sample lesson plan for the interview. Applicants who are successful after the interview will be placed in CDAC's pool of tutors for deployment on an as-needed basis.

LIST OF AREAS AND TUITION CENTRES

| AREAS | CENTRES* | LOCATION |
|-----------------------|------------------------------------|--|
| Ang Mo Kio | Ang Mo Kio Primary School | 20 Ang Mo Kio Ave 3 |
| | CDAC@ Ang Mo Kio | 201 Ang Mo Kio Ave 3 #01-1648 |
| Bedok | CDAC@ Bedok | 138 Bedok North St 2 #01-185 |
| | Fengshan Primary School | 307 Bedok North Rd |
| | Heartbeat @ Bedok | 11 Bedok North Street 1 |
| Bukit Panjang | CDAC@ Bukit Panjang | 270 Bangkit Road #01-22 |
| | West View Primary School | 31 Senja Rd |
| | Zhenghua Primary School | 9 Fajar Rd |
| Jurong | CDAC@ Jurong | 421 Jurong West St 42 #01-1045 |
| | Jurong West Primary School | 30 Jurong West St 61 |
| Punggol | CDAC@ Punggol | 512 Hougang Ave 10 #01-67 |
| | Hougang Primary School | 1 Hougang St 93 |
| | Hougang Secondary School | 2 Hougang St 93 |
| Redhill | CDAC@ Redhill | 83 Redhill Lane #01-85 |
| | Clementi Town Secondary School | 10 Clementi Ave 3 |
| | Qifa Primary School | 50 West Coast Ave |
| Sengkang | CDAC@ Sengkang | 321B Anchorvale Drive #01-196 |
| | Rivervale Primary School | 80 Rivervale Drive |
| | Seng Kang Secondary School | 10 Compassvale Lane |
| Tampines | CDAC@ Tampines | 158 Tampines St 12 #01-77 |
| | Pasir Ris Secondary School | 390 Tampines St 21 |
| Tanjong Katong | CDAC@ Tanjong Katong | 65 Tanjong Katong Road |
| | Geylang Methodist School (Primary) | 4 Geylang East Central |
| Toa Payoh | CDAC@ Toa Payoh | 381 Lorong 1 Toa Payoh, Level 2, OnePeople.sg Building |
| Woodlands | Admiralty Primary School | 11 Woodlands Circle |
| | Admiralty Secondary School | 31 Woodlands Crescent |
| | CDAC@ Woodlands | 680 Woodlands Ave 6 #01-764 |
| | Qihua Primary School | 5 Woodlands St 81 |
| Yew Tee | CDAC@ Yew Tee | 627 Choa Chu Kang St 62 #01-160 |
| Yishun | Vibrance @ Yishun | 145 Yishun St 11 #01-41 |
| | Yishun Primary School | 500 Yishun Ring Rd |
| | Yishun Secondary School | 4 Yishun St 71 |

Note: List of tuition centres is subjected to changes.

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Section A: Personal Particulars (*Delete where not applicable)

| | | | |
|---|--|---|--|
| Name as in * NRIC (In full and in BLOCK letters. <u>Underline</u> surname.) Salutation: <input type="checkbox"/> MR <input type="checkbox"/> MRS <input type="checkbox"/> MS <input type="checkbox"/> MDM <input type="checkbox"/> DR (Please tick accordingly.) | | | |
| NRIC No. (last 4 alphanumeric characters) XXXXX - □□□-□ | | Date of Birth / / DD MM YYYY | |
| Home Address Singapore () | | Nationality <input type="checkbox"/> Singapore Citizen <input type="checkbox"/> Singapore PR | |
| Email Address (<i>compulsory</i>) | | Emergency contact number / Relationship | |
| Are you registered with MOE as a Relief Educator or Enrichment Programme Instructor (contract-adjunct / flexi-adjunct teacher / instructor)? Note: Current MOE teachers are <u>NOT</u> required to answer this question. <input type="checkbox"/> No, I am not registered. <input type="checkbox"/> Yes. The date of expiry is _____ (please attach document from MOE) | | | |
| Have you ever provided tutoring service for CDAC Tuition Programme? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |

Section B: Educational & Professional Qualification (Please fill in according to reverse chronological order.)

| Highest Academic Qualification | Institution | Period | |
|--------------------------------|-------------|--------|----|
| | | From | To |
| Professional Qualification | Institution | From | To |
| Other Qualifications | Institution | From | To |
| 1. | | | |
| Other Qualifications | Institution | From | To |
| 2. | | | |

Form Ver 4.0 (2024)

Section C: Working Experience (Please fill in according to reverse chronological order.)

Academic Positions

| Name of school / institution | Position held | Level(s) & Stream | Subject(s) taught | Period | |
|------------------------------|---------------|-------------------|-------------------|--------|----|
| | | | | From | To |
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |

Non-teaching Positions

| Name of organisation | Position held | Main Responsibilities | Period | |
|----------------------|---------------|-----------------------|--------|----|
| | | | From | To |
| 1. | | | | |
| 2. | | | | |

Section D: Choice of Areas

(Please list the Areas and **not Centres**.)

| Choice | Name of Areas | Choice | Name of Areas |
|-----------------|---------------|-----------------|---------------|
| 1 st | | 3 rd | |
| 2 nd | | 4 th | |

Section E: Choice of Subjects / Levels (Please tick '✓'. 'NA' means not applicable.)

| Subject / Level | Chinese | English | Math | Science | A-Math | Chemistry | Science Chemistry | Physics | Science Physics |
|-----------------|---------|---------|------|---------|--------|-----------|-------------------|---------|-----------------|
| Pri 1 & 2 | | | | NA | NA | NA | NA | NA | NA |
| Pri 3 & 4 | | | | | NA | NA | NA | NA | NA |
| Pri 5 & 6 | | | | | NA | NA | NA | NA | NA |
| Sec 1 & 2 | | | | | NA | NA | NA | NA | NA |
| Sec 3 – 5 | | | | NA | | | | | |

For A-Level Consultation Programme (to be conducted online):

| Subject / Level | General Paper | H2 Math | H2 Chemistry | H2 Physics | H2 Economics |
|-----------------|---------------|---------|--------------|------------|--------------|
| JC Yr 1 | | | | | |
| JC Yr 2 | | | | | |

Please indicate if you have any other subject(s) that you can teach: _____

Section F: Choice of Days and Timeslot (Please tick '✓')

(Note: The timeslot available at each Tuition Centre may vary. 'NA' means not applicable.)

| No. | Preferred Timeslots | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|-----|--|-----|-----|-----|-----|-----|-----|-----|
| 1 | 8.00am – 9.30am / 8.30am – 10.00am | NA | NA | NA | NA | NA | | |
| 2 | 9.00am – 10.30am / 9.30am – 11.00am 9.45am – 11.15am | NA | NA | NA | NA | NA | | |
| 3 | 10.00am – 11.30am / 10.15am – 11.45am 10.30am – 12.00pm / 10.45am – 12.15pm | NA | NA | NA | NA | NA | | |
| 4 | 11.15am – 12.45pm / 11.30am – 1.00pm 11.45am – 1.15pm | NA | NA | NA | NA | NA | | |
| 5 | 1.15pm – 2.45pm / 1.30pm – 3.00pm | NA | NA | NA | NA | NA | | |
| 6 | 2.00pm – 3.30pm / 2.15pm – 3.45pm 2.30pm – 4.00pm | | | | | | | |
| 7 | 3.00pm – 4.30pm / 3.15pm – 4.45pm 3.30pm – 5.00pm / 3.45pm – 5.15pm | | | | | | | |
| 8 | 4.00pm – 5.30pm / 4.15pm – 5.45pm 4.30pm – 6.00pm / 4.45pm – 6.15pm | | | | | | NA | NA |
| 9 | 5.30pm – 7.00pm / 5.45pm – 7.15pm | | | | | | NA | NA |
| 10 | 6.00pm – 7.30pm / 6.30pm – 8.00pm | | | | | | NA | NA |
| 11 | 7.15pm – 8.45pm / 7.30pm – 9.00pm | | | | | | NA | NA |

Note:

Tuition Programme classes are held on weekdays at 4pm – 9pm and weekends at 8am – 5pm.
Timeslots 6 and 7 are for programmes held in partnership schools and student care centres.

Section G: Please answer the following questions. (Please tick ✓)

Are you willing to take up relief assignment?

- No
 Yes

Do you have experience conducting virtual classes? If yes, what are the level and subject, and the platform used (e.g. Zoom, Google Meet etc.)?

- No
 Yes, the level/ subject are _____ and
the platform(s) used are _____.

Do you have any experiences or skills related to teaching children with special needs (Autism, Dyslexia, Attention Deficit Hyperactivity Disorder, etc.)?

- No
 Yes

If 'Yes', please specify your area of expertise or experience:

(Continue Section G on next page)

Please answer the following questions. (Please tick ✓)

| | | |
|---|--|--|
| 1 | Have you ever suffered or are you suffering from any physical impairment, disease or mental/nervous disorders or have been referred for psychiatric treatment for anxiety, depression, stress, eating disorder etc? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2 | Have you ever been convicted in a court of law in any country? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3 | Have you been charged with any offence in a court of law in any country for which the outcome is pending? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4 | Have you ever been arrested or are you currently under police investigation? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5 | Have you been or are you under any financial embarrassment i.e. (a) an undischarged bankrupt, (b) a judgement debtor, (c) have unsecured debts and liabilities of more than 3 months of last-drawn pay, (d) have signed a promissory note or an acknowledgement of indebtedness? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6 | If you were an employee of Ministry of Education, please tick ✓ the reason for leaving the ministry below <input type="checkbox"/> Resignation <input type="checkbox"/> Retirement <input type="checkbox"/> Dismissal, discharge or termination of service <input type="checkbox"/> Others (Please specify): _____ | |

If your answer is 'Yes' to any of the questions above, please provide details.

Section H: Applicant's declaration

| | |
|---|---|
| 1 | I hereby declare that the information given by me in this application form is correct and true to the best of my knowledge and belief, and that I have not wilfully suppressed any facts. |
| 2 | I consent to CDAC making all necessary checks to ensure that the information stated by me are true and correct. |
| 3 | I fully understand and agree that the personal information which I have provided may be disclosed to other agencies or individuals for the purpose(s) stated. I trust that the information will strictly be used for the purpose(s) of family workfare and support, student and parent education programme, volunteers programme and other related assistance schemes and programmes. CDAC also reserves the right to use this information for publicity purposes as well as for sending alerts and updates of related events and activities through digital and non-digital means. |
| 4 | I hereby consent to have my photograph/ video taken by CDAC/Event Organisers for the purposes of marketing/ promotion/ publicity and to be published on media platforms, public or otherwise. |
| 5 | I fully understand and accept that if any time after engagement, it is found that a false declaration has been made in this form, CDAC has the absolute right to terminate my contract forthwith without assigning any reasons. |
| Signature of Applicant: _____ Date: _____ | |