

CDAC TUITION PROGRAMME

APPLICATION FOR FULL-TIME TUTORS (CONTRACT BASIS)



华社自助理事会

Reg no. 199202625K

Qualifications

- NIE-trained teachers; or
- A recognised General Degree holder with at least 3 years' teaching experience as a full-time tutor or as a teacher in MOE schools

Requirements

- Applicant must be a Singapore Citizen or Permanent Resident
- Applicant must be at least 21 years old
- Applicant will need to be registered with MOE via REMS2.0 (<https://rems.moe.edu.sg/>) upon successful application for the role of the full-time tutor
- Able to conduct lessons on weekdays (afternoon/evenings) and weekends (mornings/afternoons)
- Good content knowledge and familiarity with latest MOE syllabus
- Successful applicant is required to sign a contract for service with CDAC

Required Documents

Qualifications

- a) A-level certificate
- b) Degree certificate
- c) Degree certificate and transcripts

For NIE-trained teachers/ MOE teachers:

- d) NIE scrolls and transcripts of each year's results
- e) Certificate in Teaching / Diploma in Education (if applicable)
- f) Documentary evidence of leaving the employment under MOE (for former MOE school teachers)
- g) Documentary evidence of retirement status (for retired teachers)

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 to:

Curriculum & Tutor Professional Development Unit
CDAC Headquarters 65 Tanjong Katong Road Singapore 436957

Alternatively, you may also email us the completed application form and all supporting documents to TutorApplication@cdac.org.sg.

Please indicate "Application for Full-Time Tutors (**APPLICANT'S FULL NAME**)" as the subject of the email.

Note: Only shortlisted applicants will be called for an interview. Shortlisted applicants will be required to bring along a sample lesson plan for the interview. S/he will be asked to conduct a 5 to 10 minute lesson demonstration.

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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.) <input type="checkbox"/> MR <input type="checkbox"/> MRS <input type="checkbox"/> MS <input type="checkbox"/> MDM <input type="checkbox"/> DR			
Name in Chinese characters (if applicable)			
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>mandatory</i>)		Emergency contact number / Relationship	
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.			
Other Qualifications	Institution	From	To
3.			

Form Ver 3.0 (2024)

Section F: Other Experiences / Skills (Please state)

Are you able to conduct motivational activities? If 'Yes', please provide more details.

Are you able to conduct sports activities? If 'Yes', please provide more details.

Do you have any experiences or skills related to teaching children with special needs (Autism, Dyslexia, Attention Deficit Hyperactivity Disorder, etc)? Yes No

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

Section G: References

Please provide us with two references whom should be your present and/ or most recent reporting officer or employer.

Particulars	Reference 1	Reference 2
Name		
Job Title		
Organisation		
Contact Number(s)		
Email Address		
Relationship		
Period known	MM/YYYY to MM/YYYY	MM/YYYY to MM/YYYY

Section H: Other Information

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 I: 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 understand that sighting of my NRIC might be required upon interview and a copy of my NRIC must be submitted when my application is successful.
3	I consent to CDAC making all necessary checks to ensure that the information stated by me are true and correct.
4	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.
5	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.
6	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: _____