

CDAC TUITION PROGRAMME

TUTOR APPLICATION FORM



华社自助理事会

Reg no. 199202625K

Honorarium for Tutors

- \$60 (1hr 30min) for Primary 1 to 4 levels
- \$70 (1hr 30min) for Primary 5 & 6 levels
- \$75 (1hr 30min) for Secondary 1 & 2 levels
- \$85 (1hr 30min) for Secondary 3 to 5 levels
- \$150 (2hr) for A-Level Consultation Programme

Qualifications

- NIE-trained teachers; or
- NIE Trainee 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 who are currently not in service with MOE must be registered with MOE via REMS2.0 (<https://rems.moe.edu.sg/>)
- 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 sign a contract with CDAC for a period stipulated in the 'Contract for Service'

Required Documents

Qualification	Documents
NIE-trained teachers	a) A-level certificate b) Degree certificate c) NIE scrolls and transcripts of each year's results d) Documentary evidence of being registered with MOE (for former MOE school teachers) e) Documentary evidence of leaving the employment under MOE (for former MOE school teachers) f) Documentary evidence of retirement status (for retired teachers)
NIE Trainee Teachers / Degree holder	a) O-level certificate b) A-level certificate c) Degree certificate

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 **tutors@cdac.org.sg** or mail to:

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

Note: Only shortlisted applicants will be called for an interview. Applicants for A-Level Consultation Programme will be required 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 a needs basis.

LIST OF AREAS AND TUITION CENTRES IN 2021

AREAS	CENTRES*	ADDRESS	LEVELS AVAILABLE	DAY*	TIME*
Ang Mo Kio	Ang Mo Kio Primary School	20 Ang Mo Kio Ave 3	P1 – P6	Sat	9.00am-12.15pm
Bedok	Fengshan Primary School	307 Bedok North Rd	P1 – P6	Mon/Thu Sat	7.30pm-9.00pm 9.00am-12.15pm
Bukit Panjang	West Spring Secondary School	61 Senja Rd	Sec 1 – Sec 5	Wed/ Fri	7.30pm-9.00pm
	West View Primary School	31 Senja Rd	P1 – P6	Mon/Wed/Fri	6.00pm-7.30pm
	Zhenghua Primary School	9 Fajar Rd	P3 – P6	Sat	8.30am-11.45am
Jurong	Jurong West Primary School	30 Jurong West St 61	P4 – P6	Sat	9.00am-12.15pm
Punggol	Hougang Primary School	1 Hougang St 93	P1 – P6	Tue/Thu Sat	6.30pm-8.00pm 9.00am-12.15pm
	Hougang Secondary School	2 Hougang St 93	Sec 1 – Sec 5	Sat	8.00am-1.00pm
	Yuying Secondary School	47 Hougang Ave 1	Sec 1 – Sec 5	Sat	2.00pm-5.15pm
Redhill	Clementi Town Secondary School	10 Clementi Ave 3	Sec 1 – Sec 5	Sat	9.00am-12.15pm
	Pei Tong Primary School	15 Clementi Ave 5	P1 – P6	Sat	8.00am-1.00pm
	Qifa Primary School	50 West Coast Ave	P1 – P6	Sat	9.00am-12.15pm
	Radin Mas Primary School	1 Bukit Purmei Ave	P1 – P6	Wed Sat	7.30pm-9.00pm 9.00am-12.15pm
Sengkang	Nan Chiau Primary School	50 Anchorvale Link	P1 – P6	Sat	3.15pm-4.45pm
	Rivervale Primary School	80 Rivervale Drive	P1 – P6	Sat/Sun	9.00am-12.15pm
	Seng Kang Secondary School	10 Compassvale Lane	Sec 1 – Sec 5	Mon Sat	7.30pm-9.00pm 9.00am-12.15pm
Tampines	Pasir Ris Secondary School	390 Tampines St 21	Sec 4	Sat	9.00am-12.15pm
Tanjong Katong	Kong Hwa School	350 Guillemard Rd	P1 – P6 Sec 1 – Sec 5	Sat	9.00am – 10.30am 10.45am – 12.15pm 1.15pm – 2.45pm 3.00pm – 4.30pm
	Nanyang Sim Clan Association	6A Beatty Rd #02-01	P4 & P5	Sat	9.00am-12.15pm
	Potong Pasir Community Club	6 Potong Pasir Ave 2	P2 & P3	Sat	9.00am-12.15pm
Toa Payoh	Toa Payoh East Community Club	160 Lor 6 Toa Payoh	P3 – P6	Fri Sat	7.00pm-8.30pm 2.00pm-5.15pm
Woodlands	Admiralty Primary School	11 Woodlands Circle	P1 – P6	Mon – Thu	6.15pm-7.45pm
	Admiralty Secondary School	31 Woodlands Crescent	Sec 1 – Sec 5	Sat	9.30am-12.45pm
	Qihua Primary School	5 Woodlands St 81	P1 – P6	Tue/Thu Sat	6.30pm-8.00pm 9.00am-12.15pm
Yew Tee	Chua Chu Kang Primary School	20 Choa Chu Kang Ave 2	P1 – P6	Fri Sat	5.30pm-7.00pm 8.30am-11.45am
	Keming Primary School	90 Bukit Batok East Ave 6	P3 – P6	Sat	9.00am-12.15pm
Yishun	Huamin Primary School	530 Yishun Ring Rd	P3 – P6	Sat	9.00am-12.15pm
	Sembawang Primary School	10 Sembawang Drive	P4 – P6	Wed Sat	4.45pm-6.15pm 9.00am-12.15pm
	Sembawang Secondary School	30 Sembawang Crescent	Sec 1 – Sec 5	Sat	9.00am-12.15pm
	Yishun Primary School	500 Yishun Ring Rd	P2 – P6	Sat	9.00am-12.15pm
	Yishun Secondary School	4 Yishun St 71	Sec 1 – Sec 5	Sat	9.00am-12.15pm

*Tuition Centre, Day and Time 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.) <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)		Affix a recent passport sized photograph here
NRIC No. (last 4 alphanumeric characters) XXXXX - □□□□-□	Date of Birth / / DD MM YYYY	
Nationality	Colour of NRIC: * Pink / Blue	Marital Status
Home Address Singapore ()	Mobile No.	Home No.
	Email Address (Compulsory)	
Employer (name of school/organisation)	Years in current employment	If retired , state year of retirement.
Current position in school/organisation	Office Address Singapore ()	
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"/> Yes; Date of Expiry: _____ (Please attach document) <input type="checkbox"/> No <input type="checkbox"/> Pending approval (Please submit document once approved to facilitate your application)		
Have you ever provided tutoring service for CDAC Tuition Programme? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Section B: Educational Qualification (Please attach copies of certificates & transcripts with this application)

Highest Academic Qualification	Institution	Period	
		From	To
Professional Qualification	Institution	Period	
		From	To
Other Qualifications	Institution	Period	
		From	To

Section C: Working Experience (In chronological order)

Name of School / Institution / Organisation	Subject(s) Taught (for teachers)	Level(s) & Stream (for teachers)	Position Held	Period	
				From	To

Section D: Choice of Areas (Not applicable for A-Level Consultation Programme)

Please note that Areas and not specific Centres are to be listed in your choices.

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 - Not applicable

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

For A-Level Consultation Programme (conducted at CDAC@ Tanjong Katong only):

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

Any Other Subject(s) that you are able to teach that is/are not listed in the table above:

Section F: Choice of Days and Timeslot (Please tick '✓') NA - Not applicable

(Note: The timeslot available at each Tuition Centres may vary)

Days and Time available	Mon	Tue	Wed	Thu	Fri	Sat	Sun
8.00am – 9.30am / 8.30am – 10.00am	NA	NA	NA	NA	NA		
9.00am – 10.30am / 9.15am – 10.45am 9.30am – 11.00am / 9.45am – 11.15am	NA	NA	NA	NA	NA		
10.00am – 11.30am / 10.15am – 11.45am 10.30am – 12.00pm / 10.45pm – 12.15pm	NA	NA	NA	NA	NA		
11.00am – 12.30pm / 11.15am – 12.45pm 11.30am – 1.00pm / 11.45am – 1.15pm	NA	NA	NA	NA	NA		
12.00pm – 1.30pm / 12.15pm – 1.45pm 12.30pm – 2.00pm / 12.45pm – 2.15pm	NA	NA	NA	NA	NA		
1.00pm – 2.30pm / 1.15pm – 2.45pm 1.30pm – 3.00pm / 1.45pm – 3.15pm	NA	NA	NA	NA	NA		
2.00pm – 3.30pm / 2.15pm – 3.45pm 2.30pm – 4.00pm / 2.45pm – 4.15pm							
3.00pm – 4.30pm / 3.15pm – 4.45pm 3.30pm – 5.00pm / 3.45pm – 5.15pm							
4.00pm – 5.30pm / 4.15pm – 5.45pm 4.30pm – 6.00pm / 4.45pm – 6.15pm						NA	NA
5.00pm – 6.30pm / 5.15pm – 6.45pm 5.30pm – 7.00pm / 5.45pm – 7.15pm						NA	NA
6.00pm – 7.30pm / 6.15pm – 7.45pm 6.30pm – 8.00pm / 6.45pm – 8.15pm						NA	NA
7.00pm – 8.30pm / 7.15pm – 8.45pm 7.30pm – 9.00pm / 7.45pm – 9.15pm						NA	NA
8.00pm – 9.30pm / 8.15pm – 9.45pm						NA	NA

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

If CDAC is unable to assign a permanent class based on your preferences, would you consider taking 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 understand that sighting of my NRIC is necessary upon interview and 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: _____