



Dear Applicant,

Thank you for expressing your interest in becoming an Arvon Tutor. There are a few things we would like you to bear in mind whilst filling out your application:

- Arvon accept speculative applications to tutor with us. We review these once per year, at our programming sessions which happen in February.
- In order for us to consider your application, you have to have had at least two of your own works published. For poets, this means two collections rather than inclusions in anthologies.
- Please submit the application form below along with a CV and covering letter. If you'd like to be considered to tutor on our 2021 programme of open courses, please submit your application by 30th November 2019.
- We ask for applications to be submitted via email whenever possible. However, if this is a difficulty we do accept postal applications. You can find the email and postal addresses on the application form.
- Some applicants choose to supply additional documents through the post, usually examples of their work. If you wish to do this, please indicate so on the application form.
- Please fill out as many sections of the application form as possible but don't be concerned about leaving fields blank if they don't apply to you e.g. not all applicants will have a co-tutor or guest reader in mind.
- We have given a large text box for you to complete in each section. Please fill in as much as you can, but don't worry if you are unable to fill the box, it is just a guide. Equally, please continue on another page if you run out of room.
- If you are applying to tutor on one of our Under 18s courses, and are successful in your application, you will be required to provide us with a current Disclosure and Barring Service (DBS) certificate. If you do not hold a current DBS check then we can advise you on how to apply.
- We will be in touch with applicants who we would like to invite onto the programme between February and August. Unfortunately, we are not able to respond to unsuccessful applicants.

I would like to wish you the best of luck with your application and, once again, many thanks for your interest in Arvon.

All the very best,

Ruth Borthwick,
Chief Executive



Tutor Application Form

Please complete and return this form, preferably by email to tutor.applications@arvon.org with 'tutor application' in the subject line.

If you are unable to submit your application by email, you can send it to:

Tutor Applications
Arvon
Free Word Centre
60 Farringdon Road
London
EC1R 3GA

Your Contact Details

Name	Email
Address	Contact Number(s)

Do you intend to submit any additional documents (e.g. examples of your work) via post? Yes/No

Please indicate which of the following you are interested in teaching:

- Publicly advertised open courses:
Yes/No
- Partnership courses with arts organisations, charities and disadvantaged adult groups:
Yes/No
- Courses for school groups/under 18s
Yes/No



Publication Record

Name and a brief description <i>(e.g. 'a collection of short stories' or 'a novel for young adults')</i>	Date	Published by



Area of Interest

Please describe your area(s) of interest for teaching, the genre/style of writing and if there is a particular group of people you hope to work with. If you have a specific course in mind, please indicate that here also.



Teaching Experience

Have you taught an Arvon course before? Yes/No

Please describe your experience teaching creative writing. You should include where you have taught and the age groups or social and community groups that you have experience with.



Personal qualities

An Arvon week is a demanding and intensive but rewarding experience. What personality qualities do you think are essential for a successful Arvon tutor? Please draw on your own skills.



Possible Partner Tutors or Guest Speakers

If you have somebody in mind to be a co-tutor or a guest speaker on your course, please give their name and a few lines about who they are, whether you have done something similar together before and any other information you might think relevant.

Name	Notes



Additional information

Have you been DBS checked? Yes/No

If yes, what was the date of your last DBS check? dd/mm/yyyy

Have you attended an Arvon course as a student? This is not a requirement but useful for us to know.
Yes/No

If yes, please provide us with details:

Referee(s)

Please provide the details of up to two referees who would be able to comment on your suitability.

Referee 1:

Name(s)

Organisation:

Contact telephone:

Contact email:

Relationship to you:

Referee 2:

Name(s)

Organisation:

Contact telephone:

Contact email:

Relationship to you:

Thank you for your application.