

InFront Supply

Registration Form

Candidate ID: _____

Position applied for: Teacher Teaching Assistant Nursery Nurse

PART A

Personal Details

Title Mr Miss Mrs Ms Dr

First Name _____

Surname _____

Maiden Name
(If applicable) _____

Date of Birth _____ Emergency Contact No. _____

Telephone (Home) _____ Mobile _____

Address _____

Postcode _____ Length of time at this address: yrs _____ months _____

UK Residency Date (non UK nationals only) _____

E-mail _____

Own Transport Yes No Maximum Mileage _____

Previous Address
(within last 3 years) _____

_____ Length of time at this address: yrs _____ months _____

Nationality _____

Religion _____

PART B

Qualifications

DfES Number R P ____ / ____

GTC Registration Yes No

Institution where studied _____

Degree/Qualification _____

Year Qualified _____

Subject Specialisms _____

Subject Non Specialisms _____

Specialist Skills _____

PART C

Key Stage Teaching Abilities *(Please tick)* *(Teaching staff only)*

Age Group	Speciality	Experienced	Can Try	Cannot Do
Nursery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reception	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Key Stage 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Key Stage 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Key Stage 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Key Stage 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A level Grade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PART D

Long Term Positions

Availability for long term positions:

Relocation Possibilities:

PART E

Teaching/Childcare Employment History

Most Recent

Date Worked From _____
Employer _____ Date Worked To _____
Address _____ Class Size _____ Age Range _____
_____ Referee Name _____
Tel Number _____ Position _____
Fax Number _____ Can we approach this person for a reference? _____

Second Recent

Date Worked From _____
Employer _____ Date Worked To _____
Address _____ Class Size _____ Age Range _____
_____ Referee Name _____
Tel Number _____ Position _____
Fax Number _____ Can we approach this person for a reference? _____

PART F

Confidential Declaration of Health

Following the recommendations of the DfES circular 4/99 we are required to satisfy ourselves that you have the Physical and Mental Fitness to work with children in school or other educational establishments. We therefore ask you to complete the questionnaire below.

1. Have you ever, to your knowledge suffered from any of the following?

- | | Yes | No | | Yes | No |
|--|--------------------------|--------------------------|--|--------------------------|--------------------------|
| a) Blackouts, Epilepsy, Fits or Faints | <input type="checkbox"/> | <input type="checkbox"/> | e) Nervous or Mental Disorder 'Nerves' | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Heart Disease or Disorder | <input type="checkbox"/> | <input type="checkbox"/> | f) Skin Disease or Dermatitis? | <input type="checkbox"/> | <input type="checkbox"/> |
| c) High Blood Pressure | <input type="checkbox"/> | <input type="checkbox"/> | g) Diabetes or Sugar Trouble | <input type="checkbox"/> | <input type="checkbox"/> |
| d) Tuberculosis, Bronchitis, Asthma | <input type="checkbox"/> | <input type="checkbox"/> | h) Eye Disease or Disorder | <input type="checkbox"/> | <input type="checkbox"/> |

- | | | |
|---|--------------------------|--------------------------|
| 2. Are you a registered disabled person? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you ever changed your job for health reasons? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are you awaiting any surgical operation or Hospital appointment | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Do you suffer from hearing difficulties in either ear? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Have you ever been referred to a Psychiatrist? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Have you any alcohol or drug related problem or illness? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are you carrying the Hepatitis B or HIV virus? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Have you any other health problems that have not yet already been mentioned? | <input type="checkbox"/> | <input type="checkbox"/> |

If you answer yes to any question, please provide full information (use a separate sheet if necessary).

Signed _____ Date _____

PART G Data Protection Act 1998

The information you provided will be used for administration and vetting procedures as well as for educational research purposes. The data will be processed in accordance with the Principles of the Data Protection Act 1998; if you have any queries about the use of your information, please contact the Information Commissioner on 01625 54 57 45 or visit their website www.dataprotection.gov.uk

PART H Declaration

- I have read and understood the terms and conditions
- I agree to be bound by these
- I have kept a copy for my reference

PART I

Optional

Schools that you would like to work in on a supply / permanent basis

PART J

Optional

Friends or Colleagues that might be interested in supply work

Name

Telephone Number

_____	_____
_____	_____
_____	_____
_____	_____

Contract for Services

1. The terms set out below constitute a contract for services between InFront Supply and the Temporary Worker and govern each and every assignment unless written agreement is provided by InFront Supply to the contrary. No contract shall exist between InFront Supply and the Temporary Worker between Assignments. For the avoidance of doubt, these Terms shall not give rise to a contract of employment between InFront Supply and the Temporary Worker.

2. InFront Supply agrees to offer the Temporary Worker opportunities to work as a Supply Teacher or as a Classroom Assistant where there are suitable assignments with a school, (hereinafter called the clients) requiring such a Temporary Worker.

The Temporary Worker agrees that suitability shall be determined solely by InFront Supply; and that InFront Supply shall incur no liability to the Temporary Worker should it fail to offer opportunities to work in the above category or in any other category.

If during the course of an Assignment or within 12 weeks after the end of an Assignment the Client wishes to employ the Temporary Worker direct, the Temporary Worker acknowledges that InFront Supply will be entitled either to charge the Client an introduction fee or to agree an extension of the hiring period with the Client at the end of which the Temporary Worker may be employed direct by the Client without further charge to the Client.

The Temporary Worker is not to accept direct offers of work from a school where InFront Supply made the introduction, without prior written permission from InFront Supply.

3. InFront Supply shall pay the Temporary Worker remuneration calculated at a half day or full day rate, to be paid weekly in arrears, this rate will be no less than the National Minimum Wage as per the National Minimum Wage Act 1998 as amended by such later Regulations. The actual rate will be notified on a per Assignment basis. This is subject to deductions in respect of PAYE pursuant to section 134 of the Income and Corporation Taxes Act 1988 and Class 1 National Insurance Contributions and any other deductions which InFront Supply may be required by law to make.

4. Under the Working Time Regulations 1998 the Temporary Worker accepts that daily payment is enhanced to take into account statutory holiday entitlement. All entitlement to leave must be taken during the course of the leave year in which it accrues and none may be carried forward to the following year, in addition holiday is only to be taken during the school holidays. The holiday leave year commences on 1 September. None of the provisions of this clause regarding the statutory entitlement to paid leave shall affect the Temporary Worker's status as a self-employed worker.

5. The Temporary Worker may be eligible for Statutory Sick Pay provided that all relevant statutory criteria are met.

6. At the end of each week of an Assignment (or at the end of the Assignment where it is for a period of one week or less or is completed before the end of a week) the Temporary Worker shall deliver to InFront Supply time sheets duly completed to indicate the number of days or half days worked during the preceding week (or such lesser period) and signed by an authorised representative of the Client. Failure to submit a time sheet by the Monday following the week in which the work was performed may delay payment for those days.

7. The Temporary Worker is not obliged to accept any Assignment offered but if so doing, during every Assignment and afterwards where appropriate, will:

a. co-operate with the Client's reasonable instructions and accept the direction, supervision and control of any responsible person in the Client's organisation;

b. observe any relevant rules and regulations of the Client's establishment (including normal hours of work) to which attention has been drawn or which the Temporary Worker might reasonably be expected to ascertain;

c. take all reasonable steps to safeguard their own health and safety and that of any other person who may be present or be affected by their actions on the Assignment and comply with the Health and Safety policies and procedures of the Client;

d. not engage in any conduct detrimental to the interests of the Client;

e. not at any time divulge to any person, nor use for their own or any other person's benefit, any confidential information relating to the Client's or the Employment Business' employees, business affairs, transactions or finances.

8. If the Temporary Worker is unable for any reason to attend work during the course of an assignment the Temporary Worker should inform InFront Supply prior to the commencement of the assignment, or day thereof.

9. InFront Supply or the Client may, without prior notice or liability, terminate the Temporary Worker's Assignment at any time. The Temporary Worker may terminate an Assignment at any time without prior notice or liability.

10. These Terms are governed by the law of England & Wales and are subject to the exclusive jurisdiction of the Courts of England & Wales.

Criminal Convictions

Anyone applying for employment in a school in a capacity involving contact with pupils under the age of 18 is exempt from the provision for the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986. Applicants for supply teaching with InFront Supply are, therefore, not entitled to withhold information about convictions or cautions which for other purposes are 'spent' under the Provisions of the Act and, in the event of employment, any failure to disclose such convictions could result in the termination of an Assignment. Any information given will be completely confidential and will be considered only in relation to any application for positions to which the Order applies.

An Enhanced Disclosure will be requested from the Criminal Record Bureau.

Overseas applicants must provide an equivalent standard of criminal background check from their local authorities.

I confirm the accuracy of the information provided in this form and confirm acceptance of the Contract for Services and Criminal Conviction requirements above.

Signed _____ Date _____

InFront Supply

Unit 9, Pilgrim House, Hertford, Hertfordshire, SG14 1PA