

**P R I M A R Y S U P P L Y**

**P.O. BOX 8043, LEICESTER, LE21 3AB. TEL: 0116 271 6470**

**REGISTRATION CHECKLIST:**

Name: \_\_\_\_\_

Other Family names: \_\_\_\_\_ DoB: \_\_\_\_\_

CRB Enhanced Disclosure, Date Issued: \_\_\_\_\_  **Apply for**

CRB No. \_\_\_\_\_ Issuing Co. \_\_\_\_\_

Counter Signatory: \_\_\_\_\_

C.V.  N.I. No. \_\_\_\_\_

Visa – Type & dates: \_\_\_\_\_

**1. Proof of Identity (1 of 3 must be provided)**

Passport  Birth certificate

Driving Licence:  Paper and/or  Card

**2. Proof of Address (2 of 3 must be provided)**

Utility Bill  Bank Statement  Mobile phone bill  Other \_\_\_\_\_

**3. Proof of Qualifications**

Teaching Qualification  GTC Member? : GTC. No. \_\_\_\_\_

Degree certificate  Other evidence of Qualifications / Courses

**4. Registration Forms Completed:**

Registration Form  Medical Fitness Questionnaire

Health and Safety Policy  Equal Opportunities and Criminal Convictions

Terms & Conditions – 1 copy for candidate, 1 copy signed and retained by PRIMARY SUPPLY.

P45 or P46 signed

**5. To be processed before Teacher can work**

CRB Requested: \_\_\_\_\_  CRB Customer No: \_\_\_\_\_  CRB Forwarded: \_\_\_\_\_

CRB Cleared: \_\_\_\_\_  GTC Cleared: \_\_\_\_\_  List 99 Cleared: \_\_\_\_\_

2 References sent for: \_\_\_\_  Ref 1 Verbal / Written  Ref 2 Verbal / Written  Ref 3 Written

Source \_\_\_\_\_  **OK 4 WEB SITE/ emails /**  **ON DATABASE NO:** \_\_\_\_\_

Payroll through Key / ERNI Yes  No

Consultant \_\_\_\_\_ Date \_\_\_\_\_  **Candidate Compliant**

**REGISTRATION FORM:**

Name: \_\_\_\_\_ Nationality: \_\_\_\_\_  
Address: \_\_\_\_\_ Religion: \_\_\_\_\_  
\_\_\_\_\_ Home Tel: \_\_\_\_\_  
\_\_\_\_\_ Mobile Tel: \_\_\_\_\_  
\_\_\_\_\_ Emergency Contact: \_\_\_\_\_  
Postcode: \_\_\_\_\_ Marital Status: \_\_\_\_\_  
Month / Year you moved into this address \_\_\_\_/\_\_\_\_ Email: \_\_\_\_\_

**Availability for work**

Preferred Placement: Permanent  Long Term  Short Term  Day to day

Available For: Permanent  Long Term  Short Term  Day to day

Early Calls (Telephone Calls at 7.30am to be at the school on the same day): Yes  No

Own Transport: Yes  No  Travel Time Comfortable with: \_\_\_\_\_

Days Available: (Please Tick)

Monday	Tuesday	Wednesday	Thursday	Friday

**Teaching Skills and abilities**

Induction year completed: Yes  No

Age range that you have experience with:

KS 2  KS 3  KS 4  KS 5  Adult Education

State your Subject Specialism/s: \_\_\_\_\_

List subjects that you are comfortable to teach: \_\_\_\_\_

Are you willing to teach General Cover? Yes  No

Are you willing to work in: SEN in Mainstream Schools? Yes  No  SEN Schools? Yes  No

Please underline sectors able or interested in working in: SPLD / Audio/Visual Impaired / EBD / MLD / EAL

## References

- Please provide referees from school/s where you have worked; one must be in the last 2 years.
- Referees must be a Head, Deputy Head or Head of Department.
- One reference must be from your last employer / training placement, even if it is not a school.
- NB If they are included in your CV enter 'Refer to CV'

Referee Name: \_\_\_\_\_ Referee Name: \_\_\_\_\_  
Position: \_\_\_\_\_ Position: \_\_\_\_\_  
School: \_\_\_\_\_ School: \_\_\_\_\_  
Address: \_\_\_\_\_  
Post Code: \_\_\_\_\_ Post Code: \_\_\_\_\_  
Tel. No: \_\_\_\_\_ Tel. No. \_\_\_\_\_  
Dates Employed: \_\_\_\_\_ Dates Employed: \_\_\_\_\_

If unsure concerning referees, please discuss with your consultant.

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## Bank Details

Name of Bank/Building Society: \_\_\_\_\_  
Address of Bank/Building Society: \_\_\_\_\_  
Postcode: \_\_\_\_\_  
Sort Code: \_\_\_\_\_ Account No: \_\_\_\_\_

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I confirm that the above details are correct and that I am legally entitled to work in the UK.

I consent to PRIMARY SUPPLY making checks against List 99/POCALs and applying for an Enhanced Disclosure from the Criminal Record Bureau.

I hereby certify that all the information given by me is correct to the best of my knowledge that all the questions relating to me have been and will be accurately and fully answered.

I give my consent for all my details to be stored on computer and for PRIMARY SUPPLY to search for and submit my details for temporary and/or permanent vacancies, as it deems suitable.

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**MEDICAL FITNESS QUESTIONNAIRE:**

**Please indicate if you have suffered from or are aware of any tendency to the illness described.**

	<b>Yes</b>	<b>No</b>
Asthma or Bronchitis		
Tuberculosis, Pleurisy, Pneumonia or any other disease of the lung		
Rheumatic Fever, Rheumatism or Arthritis		
Typhoid or Paratyphoid		
Dysentery		
Jaundice or Hepatitis		
Other Ailments of the stomach, bowels or digestion		
Any disease of the kidneys or bladder		
Fits or blackouts		
Any mental or stress related Illness		
Rupture (Hernia)		
Back strain, disc trouble or difficulty lifting objects		
Any other crippling conditions, incapacity or serious injury		
High blood pressure		
Blood disorders		
Skin disease or rashes		
Menstrual disorders or Gynaecological problems		
Diabetes		
Migraine/sever Headache		
Varicose Veins which cause trouble		
Frequent sore throat		
Have you ever left work for health reasons?		
Do you ordinarily enjoy good health?		

**I declare that I have answered the above questions honestly and fully and that I am not aware of any other health condition that may affect my working capacity.**

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## **HEALTH and SAFETY POLICY for TEMPORARY WORKERS:**

Our candidate charter confirms our commitment to treat all candidates with respect and to act in their best interests. It is important, therefore, for PRIMARY SUPPLY to take all reasonable steps to ensure your health, safety and welfare whilst visiting our offices and working in our clients (the host employer) premises.

### **It is, however, your responsibility to look after your own health, safety and welfare - and that of others - by:**

- Familiarising yourself with the Host Employer's Health and Safety Policy and risk assessments, Fire, Evacuation and First Aid arrangements.
- Ensuring that you co-operate with the Host Employers Fire and First Aid arrangements.
- Complying with any induction and task training, supervision and requirements of any relevant risk assessments.
- Only carrying out duties that you are trained for and competent to carry out, have been employed for and have been authorised to undertake within the agreed premises or area.
- Notify PRIMARY SUPPLY of any changes in your circumstances that could affect your ability to work, or that put you at risk within the workplace.
- Taking care of company property entrusted to you, refrain from horseplay and abuse of welfare facilities.

### **You should also:**

- Report to your immediate supervisor any defects in equipment and ensure that equipment is in a safe and secure state when unattended.
- Report all incidents that could result in personal injury or property damage to the Host Employer and your PRIMARY SUPPLY contact.
- Report any personal work related injury or disease to your Host Employer and to PRIMARY SUPPLY.
- Set a personal example.

**I confirm that I have read the above and understand my health and safety responsibilities, and will adhere to them.**

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**EQUAL OPPORTUNITIES:**

PRIMARY SUPPLY is committed to Equal Opportunities and affirms its policy to uphold education programmes to ensure:

- Racial and cultural differences are respected
- The rights of all groups are respected
- Equality of opportunity for all
- The elimination of all practices which discriminates unfairly between the sexes

PRIMARY SUPPLY is also concerned for the rights of pupils with special needs and wishes to ensure that they are treated to the same opportunities as those with out.

PRIMARY SUPPLY requires all candidates on registration to be fully aware of the implications of equal opportunities. Should you be unsure about any aspect of the above please ask your consultant to explain them to you in more detail.

This agency wishes to make it clear to candidates that it does not support any inappropriate form of physical contact to discipline a child. It is a condition of inclusion on our register that you comply with the spirit of equal opportunities and that you do not use any unreasonable force to control or restrain a pupil.

**CRIMINAL CONVICTIONS:**

As a teacher/instructor any criminal convictions you may have may not be treated as 'spent' under the Rehabilitation of Offenders Act 1974. You are therefore required to declare all criminal convictions or cautions. The information you give will be treated in confidence and only take into account where the offence is relevant to the post for which you are applying. Failure to declare a conviction may require us to exclude you from our register if the offence is not declared but later comes to light.

PRIMARY SUPPLY will request Disclosure before you start an assignment. PRIMARY SUPPLY complies fully with the Rehabilitation of Offenders Act 1974 and the CRB code of practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a disclosure on the basis of conviction or other information revealed.

In the event that a criminal conviction comes to light during an assignment, PRIMARY SUPPLY will notify the relevant person (normally the Cover Manager or the Deputy Head / Head) at the school where you are placed. You will be notified if this situation arises and it will be dealt with in confidence.

**I confirm that I have read and understood all of the above and hereby agree to adhere to it.**

Print Name: \_\_\_\_\_

Witnessed: \_\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

## **TERMS of ENGAGEMENT:**

**Please read these terms carefully before signing. This is the contract between you and PRIMARY SUPPLY. If you have any questions, your PRIMARY SUPPLY consultant will be happy to answer them.**

Between PRIMARY SUPPLY and \_\_\_\_\_ (Temporary Worker)

### **Definitions:**

In these Terms of Engagement the following definitions apply: –

“The Assignment” means the period during which the Temporary Worker is supplied to render services to the Client.

“The client” means the person, firm or corporate body requiring the services of the Temporary Worker

### **1. The Contract**

- a) These Terms constitute a contract for services between PRIMARY SUPPLY and the Temporary Worker, upon being signed by the Temporary worker and they govern all Assignments undertaken by the Temporary Worker with the Client. However, no contract shall exist between PRIMARY SUPPLY and the Temporary Worker between Assignments.
- b) For the avoidance of doubt, these Terms shall not give rise to a contract of employment between PRIMARY SUPPLY and the Temporary Worker. The Temporary Worker is engaged as a self-employed worker, although PRIMARY SUPPLY is required to make statutory deductions from his remuneration in accordance with clause 5.
- c) No variation or alteration of these Terms shall be valid unless approved by PRIMARY SUPPLY in writing.

### **2. Assignments**

PRIMARY SUPPLY will endeavour to obtain suitable Assignments for the Temporary Worker to work as a: Supply teacher  
The Temporary Worker acknowledges that the nature of temporary work means that there may be periods when no suitable work is available and agrees that suitability shall be determined solely by the PRIMARY SUPPLY; and that PRIMARY 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, and that there are no basic hours and that there is no obligation on PRIMARY SUPPLY to provide the Temporary Worker with work.

### **3. Remuneration and hours of work**

- a) PRIMARY SUPPLY shall pay to the Temporary Worker remuneration calculated at a minimum rate of £ \_\_\_\_\_ per Full day and £ \_\_\_\_\_ per Part day. An extra £10 will be paid for 1<sup>st</sup> day of a short notice call; calls which are made after 6pm on the previous day of the assignment. The actual rate will be notified on a per Assignment basis, for each Full day or Part day worked during an Assignment, to be paid weekly in arrears, 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 PRIMARY SUPPLY may be required by law to make.
- b) For the purpose of recording daily hours worked, the following calculations shall be used:
  - (i) a Full day shall be deemed to be at least 6 hours work
  - (ii) a Part day shall be deemed to be 4 hours
  - (iii) When less than 4 hours worked, an appropriate rate will be agreed with PRIMARY SUPPLY before the commencement of the assignment, or be reported to PRIMARY SUPPLY as below 4a) “Telephone Timesheet”.
- c) 25% of the payment made to the Temporary Worker is an advance payment in respect of the Temporary Workers leave.
- d) Subject to c) and any statutory entitlement under the relevant legislation, the Temporary Worker is not entitled to receive payment from PRIMARY SUPPLY or it’s Clients for time not spent on Assignment, whether in respect of holidays, illness or absence for any other reason unless otherwise agreed.
- e) The temporary Worker may be eligible for Statutory Sick Pay provided that he meets the relevant statutory criteria. For Statutory Sick Pay purposes there is one qualifying day per week during the course of an assignment and that qualifying day shall be Wednesday.

f) PRIMARY SUPPLY does not provide a pension scheme for Temporary Workers.

#### 4. Telephone Timesheet

a) At the end of each week of an Assignment (or at the end of the Assignment where an Assignment is for a period of less than one week or is completed before the end of a week) the Temporary Worker shall inform PRIMARY SUPPLY of the number of Full days and Part days worked by the Temporary Worker during the preceding week. PRIMARY SUPPLY will seek confirmation from the relevant client(s) that the reported day(s) have been worked. PRIMARY SUPPLY shall not be obliged to make any payment to the Temporary Worker if such confirmation is not forthcoming, or until such time as reasonable checks can be made that the work has been properly completed by the Temporary Worker.

#### 5. Conduct

- a) The Temporary Worker is not obliged to accept any Assignment offered by PRIMARY SUPPLY, but if an Assignment is accepted, during every Assignment and afterward, as appropriate, the Temporary worker will:
- b) Co-operate with the Client's staff and accept the direction, supervision and instruction of any responsible person in the Client's organisation.
- c) Observe any rules and regulations of the Client's establishment to which attention has been drawn or which the Temporary Worker may be expected to reasonably ascertain.
- d) Unless arrangements have been made to the contrary, conform to the normal hours of work currently in force in the Client's establishment.
- e) If the Temporary Worker is unable for any reason to work on an Assignment he/she will inform PRIMARY SUPPLY AS SOON AS POSSIBLE and no later than 7.30am on the first day of absence. He/she must contact PRIMARY SUPPLY before any communication with the Client's organization (i.e. the school).
- f) Take all reasonable steps to safeguard personal safety and the safety of any other person who may be present or who may be affected by the Temporary Worker's actions on the Assignment and comply with the Health and Safety policy of the Client.
- g) Not take any computer media onto the Client's establishment or load any computer media onto any system of the Client unless specifically authorized to do so by a responsible person of the Client's organization.
- h) Not engage in any conduct detrimental to the interests of the Client or PRIMARY SUPPLY.

#### 6. Confidentiality

- a) The Temporary Worker will not at any time divulge to any person, nor use for his/her own or any other person's benefit, any information relating to a Client's or PRIMARY SUPPLY's Ltd Temporary Workers, business affairs, transactions or finances.
- b) The Temporary Worker will inform PRIMARY SUPPLY *immediately* in the event of a Client directly offering the Temporary Worker either an assignment or a contract or permanent position, whether with the Client or with a third party. (i.e. another school)

#### 7. Termination

- a) The Client or PRIMARY SUPPLY may without notice and without liability terminate the Temporary Worker's Assignment at any time.
- b) If the Temporary Worker does not inform the Client or PRIMARY SUPPLY should they be unable to attend work during the course of an Assignment, this will be treated as termination of the Assignment by the Temporary Worker, unless exceptional circumstances can be shown.
- c) The Temporary Worker may also terminate his Assignment at any time without liability or notice unless separately agreed (i.e. on a Long term Assignment).

#### 8. Obligations

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- b) The Temporary Worker will inform PRIMARY SUPPLY if the Temporary Workers state of health changes in such a way as to affect his/her suitability to work in the category specified in 3.
- c) If the temporary Worker whilst working under these Terms is working for another person, the Temporary Worker must notify PRIMARY SUPPLY so that, if necessary, working arrangements can be adjusted in order to comply with the Working Time Regulations 1998.

#### 9. Insurance

PRIMARY SUPPLY will arrange for the temporary Worker to be covered by a policy of insurance in respect of public liability, under which the Temporary Worker will be the Insured person.

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Witnessed: \_\_\_\_\_ Dated: \_\_\_\_\_