

Thank you for your enquiry to teach with Supply Teaching Ltd.

Once you have the documents required please call for an interview time. At the end of this application is a copy of the Key Information Document relating to your relationship with us which is required by law. It sets out information about your relationship as a work-seeker with us, as an employment business, including details about pay, holiday entitlement and other benefits ahead of signing any contract.

## **Application**

In order to fully process your application, we require the following (original) items. At this stage do not send them to us but have them ready with your completed registration profile so we can make copies when we meet for an interview.

- Qualifications: Originals or Certified copies of Certificates/Degrees (or results if you are newly qualified). For some international qualifications a NARIC certificate of equivalence may be required
- Certificates of educational training carried out within the last 3 years ie Safeguarding/Team Teach etc
- Your Teacher Reference (DfE/TRA) number
- Proof of current teaching grade (eg LEA payslip or post threshold confirmation)
- Identification: (2 of the following that are currently valid) Passport, Photo driving licence, EU Identity Card, Birth Certificate
- 2 other original documents showing proof of address ID dated within the last 3 months. i.e. Bank or Building Society Statement, Utility Bill, Addressed Payslip, or dated within 12 months if Council Tax or P60. Online copies of accounts or mobile phone contracts/statements cannot be accepted.
- Marriage certificate/change of name deed if applicable
- Details of 2 professional referees. In line with current safer recruitment policy, these must be from your two most recent employers and cover at least the last two years.
- NI number, P45 or P60
- 1 Passport sized Photograph taken within the current year
- Enhanced DBS check registered with the DBS update service\*
- Police check from country of origin if recently relocated to the UK in the last three months.
- Police check if you have lived or worked outside of the UK for more than six months continuously in the last five years
- Current C.V.

A Justice of the Peace must certify any copied documents.

\*If you are not registered with the DBS update service or need a new DBS we can arrange for a new DBS check to be carried out. Please contact us to discuss this. There is a fee of £52 for the check which can be reimbursed once you have worked for us for 30 days. To prevent the need for multiple DBS's we encourage you to use the update service. We will recheck your DBS annually on the update service but no more than 4 times a year.

**TEACHER PROFILE** Please complete the form in block capitals. It can be emailed back to: [mail@supplyteaching.net](mailto:mail@supplyteaching.net)

Mr. / Mrs. / Miss / Ms	
Surname:	Previous Surname
Forenames:	
Address:	
	Postcode
Date of Birth:	Male / Female:
Tel No:	Mobile No:
Email:	Emergency contact name/tel no.
Nationality: (Country(s)) whose passports you hold.	Permission to Work in the UK: YES/NO

**TEACHING DETAILS**

Teaching Qualification(s)
Date Qualification(s) gained
Subject Specialisation:
Total Years Teaching Experience in schools and Current Teaching Grade:
Areas of experience. (please indicate with Y or N )
Nursery, Reception, Primary, Secondary, Higher Ed.
Other comments

## **FURTHER DETAILS**

NI Number:	
Teaching Agency (DfE) Number	
Passport/Drivers licence number and issue date. (Delete as appropriate)	
Do you have QTS? QTS date	
Have you passed your Induction? Induction pass date:	
NARIC Certificate if applicable	
Have you read and understood Part 1,4,5 & Annex C of the KCSiE Sept. 2020 document as a minimum?	

## **AVAILABILITY**

Are you wanting daily supply work or a longer term placement?	
Available immediately?	Available from? (Date)
Interested in permanent posts?	
Do you hold a current drivers licence?	
Where did you hear about Supply Teaching Ltd?	
Town, city or area of the UK where you will be living. (Please give full address where possible.)	
What is the <b>maximum</b> travelling time you wish to have to the school?	

## **Professional Referees x 2**

In line with current safer recruitment policy, these must be from your two most recent employers. They should also cover at least the last two years. If they are not teaching related please also include teaching references from previous Headteachers/HOD's.

	<b>1st Referee</b>	<b>2<sup>nd</sup> Referee</b>
Name		
Position		
School		
Address		
Tel No		
Fax No		
Email Address		
Other information		
Other information		

## Medical Questionnaire and Declaration

The Teachers' Qualifications and Health Standards Regulations 1999, say that "a person shall not be appointed to relevant employment if, having regard to any duty of the employer under Part II of the Disability Discrimination Act 1995, does not have the health and mental and physical capacity for that employment."

### Health and Disability

The following questions on health and disability are asked in order to find out your needs in terms of reasonable adjustments to access our recruitment service and to find out your needs in order to perform the job or position sought

Information required	Details
<p>1. Do you have any health issues or a disability relevant which may make it difficult for you to carry out functions which are essential for the role you seek?</p>	<p>Yes/ No If yes, please specify</p>
<p>2. If you have a disability, what are your needs in terms of reasonable adjustments in order to access this recruitment service and to attend interview, or to take aptitude tests etc.?</p>	<p>Please specify</p>

If you have answered YES to any of the above we may need to ask you to provide a letter from your GP confirming that you are fit to teach.

Supply Teaching Ltd can provide you permanent recruitment services. That is to say we will act as an agency as defined under the Employment Agencies Act 1973.

You authorise Supply Teaching Ltd to seek permanent work on your behalf for teaching and associated positions in schools when required.

I hereby certify that all the information given by me on this form is correct to the best of my knowledge.

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

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

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

## **Rehabilitation of the Offenders Act Statement**

The work for which you are applying is exempt from the Rehabilitation of Offenders Act 1974, because it involves substantial opportunity for access to children.

As of 29 May 2013 you are no longer required to disclose information about any ‘filtered’ offences. Please see the guidance below which sets out the *Filtering rules for criminal record check certificates*. You are not required to disclose on any part of this form any convictions or cautions that have been ‘filtered’. Guidance and criteria on the filtering of these cautions and convictions can also be found on the [Disclosure and Barring Service website](#)

Subject to the filtering rules, failure to declare a conviction that you must disclose, may require us to exclude you from our register or terminate an assignment if the offence is not declared but later comes to light.

## **Filtering rules for criminal record check certificates**

### **For those 18 or over at the time of the offence:**

An adult conviction will be removed from a DBS criminal record certificate if:

- 11 years have elapsed since the date of conviction; and
- it is the person’s only offence, and
- it did not result in a custodial sentence.

Even then, it will only be removed if it does not appear on the list of offences relevant to safeguarding. If a person has more than one offence, then details of all their convictions will always be included.

An adult caution will be removed after 6 years have elapsed since the date of the caution – and if it does not appear on the list of offences relevant to safeguarding.

### **For those under 18 at the time of the offence:**

- The same rules apply as for adult convictions, except that the elapsed time period is 5.5 years
- The same rules apply as for adult cautions, except that the elapsed time period is 2 years.

As an exception to the Rehabilitation of Offenders Act 1974, for certain roles and professions you are required to disclose all **spent and unspent** convictions. The guidance on the DBS website explains who is eligible for DBS checks but anyone doing such work must disclose spent and unspent convictions (**subject to the filtering rules**). If this is relevant to work that you are seeking please list all criminal convictions (spent and unspent) and their dates below, subject to the filtering rules.



.....

.....

Name:.....

Signed: .....

Date: .....

## **Transfer of Data**

Supply Teaching Limited is committed to supporting the **General Data Protection Regulation (GDPR)**. To enable Supply Teaching Limited to process your application and carry out the required legal checks to include: -

- DBS or DBS Update Service checks (we recheck your DBS annually on the update service but no more than 4 times a year)
- Identity checks
- Qualifications Verification
- Confirmation of Teaching Agency (DfE/TRA) Registration
- Permission to send details to schools.
- Data to enable REC audits to satisfy Crown Commercial Services requirements

You are required to complete this form in full.

Surname: \_\_\_\_\_

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

Maiden Name (if appropriate): \_\_\_\_\_

Preferred Title: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Teaching Agency (DfE/TRA) Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I authorise Supply Teaching Limited to seek and obtain any information that may be relevant to my application as a supply teacher.

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

## Key Information Document – PAYE

This document sets out key information about your relationship as a work-seeker with us, as an employment business, including details about pay, holiday entitlement and other benefits

The Employment Agency Standards (EAS) Inspectorate is the government authority responsible for the enforcement of certain agency worker rights. You can raise a concern with them directly on 020 7215 5000 or through the ACAS helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

### General Information

<b>Name of employment business:</b>	Supply Teaching Ltd
<b>Your employer (if different from the employment business):</b>	Supply Teaching Ltd
<b>Type of contract you will be engaged under:</b>	Contract for services
<b>Who will be responsible for paying you (if different from your employer):</b>	Supply Teaching Ltd
<b>How often you will be paid:</b>	Weekly
<b>Expected or minimum rate of pay:</b>	Dependent on experience and will be typical of this sector. We have to state that it will be no less than minimum wage.
<b>Deductions from your pay required by law:</b>	e.g. PAYE tax, employee NI contributions, employee pension contributions (if enrolled) and student loan (if applicable). Other deductions as required by law
<b>Any other deductions or costs from your pay (to include amounts or how they are calculated):</b>	None
<b>Any fees for goods or services:</b>	None, DBS free after qualification

	period of 30 days work.
<b>Holiday entitlement and pay:</b>	5.6 weeks/28 days. For part time workers it will be pro-rated accordingly.
<b>Additional benefits:</b>	None

### *Representative example of your pay*

<b>Example rate pay:</b>	£350 with standard tax code 1250L						
<b>Deductions from your wage required by law:</b>	<table> <tr> <td>Income Tax:-</td> <td>£19.62</td> </tr> <tr> <td>Employees National Insurance</td> <td>£20.08</td> </tr> <tr> <td>Pension (if enrolled)</td> <td>£11.50</td> </tr> </table>	Income Tax:-	£19.62	Employees National Insurance	£20.08	Pension (if enrolled)	£11.50
Income Tax:-	£19.62						
Employees National Insurance	£20.08						
Pension (if enrolled)	£11.50						
<b>Any other deductions or costs from your wage:</b>	None						
<b>Any fees for goods or services:</b>	None, DBS free after qualification period of 30 days work.						
<b>Example net take home pay:</b>	£298.80 (If auto enrolled on pension) £308.00 (if pension option not taken)						