



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 Teach247.

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.

Bank Details

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

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

I consent to Teach247 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 Teach247 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.

	Yes	No
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 Teach247 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 Teach247 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 Teach247 contact.
- Report any personal work related injury or disease to your Host Employer and to Teach247.
- 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:

Teach247 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

Teach247 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.

Teach247 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.

Teach247 will request Disclosure before you start an assignment. Teach247 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, Teach247 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: _____



Teach 247 Ltd
94 Ley Street
Ilford
Essex IG1 4BX

enquiries@teach247.co.uk
Tel: 020 8478 3382
Fax: 0208 220 0617

TERMS of ENGAGEMENT:

Please read these terms carefully before signing. This is the contract between you and Teach247. If you have any questions, your Teach247 consultant will be happy to answer them.

Between Teach247 Ltd 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 Teach247 Ltd 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 Teach247 Ltd and the Temporary Worker between Assignments.
- b) For the avoidance of doubt, these Terms shall not give rise to a contract of employment between Teach247 Ltd and the Temporary Worker. The Temporary Worker is engaged as a self-employed worker, although Teach247 Ltd. 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 Teach247 Ltd. in writing.

2. Assignments

Teach247 Ltd 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 Teach247 Ltd; and that Teach247 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 Teach247 Ltd to provide the Temporary Worker with work.

3. Remuneration and hours of work

- a) Teach247 Ltd 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 1st 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 Teach247 Ltd 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 Teach247 Ltd before the commencement of the assignment, or be reported to Teach247 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 Teach247 Ltd 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) Teach247 Ltd 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 Teach247 Ltd of the number of Full days and Part days worked by the Temporary Worker during the preceding week. Teach247 Ltd will seek confirmation from the relevant client(s) that the reported day(s) have been worked. Teach247 Ltd 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 Teach247 Ltd, 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 Teach247 Ltd AS SOON AS POSSIBLE and no later than 7.30am on the first day of absence. He/she must contact Teach247 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 Teach247 Ltd.

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 Teach247's Ltd Temporary Workers, business affairs, transactions or finances.
- b) The Temporary Worker will inform Teach247 *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 Teach247 Ltd 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 Teach247 Ltd 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

- a) The Temporary Worker will inform Teach247 Ltd if at any time a complaint is brought against the Temporary Worker or if he/she has been arrested or accused of a criminal offence.
- b) The Temporary Worker will inform Teach247 Ltd 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 Teach247 Ltd so that, if necessary, working arrangements can be adjusted in order to comply with the Working Time Regulations 1998.

9. Insurance

Teach247 Ltd 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.

I confirm that I have read and understand the above Terms of Engagement and agree to them.

Print Name: _____ Signed: _____

Witnessed: _____ Dated: _____



Teach 247 Ltd
94 Ley Street
Ilford
Essex IG1 4BX

enquiries@teach247.co.uk

Tel: 020 8478 3382

Fax: 0208 220 0617

TERMS of ENGAGEMENT:

Please read these terms carefully before signing. This is the contract between you and Teach247. If you have any questions, your Teach247 consultant will be happy to answer them.

Between Teach247 Ltd 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 Teach247 Ltd 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 Teach247 Ltd and the Temporary Worker between Assignments.
- d) For the avoidance of doubt, these Terms shall not give rise to a contract of employment between Teach247 Ltd and the Temporary Worker. The Temporary Worker is engaged as a self-employed worker, although Teach247 Ltd. is required to make statutory deductions from his remuneration in accordance with clause 5.
- e) No variation or alteration of these Terms shall be valid unless approved by Teach247 Ltd. in writing.

2. Assignments

- a) Teach247 Ltd 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 Teach247 Ltd; and that Teach247 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 Teach247 Ltd to provide the Temporary Worker with work.

3. Remuneration and Hours of Work

- a) Teach247 Ltd 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 1st 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 Teach247 Ltd may be required by law to make.
- b) For the purpose of recording daily hours worked, the following calculations shall be used:
 - (i) 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 Teach247 Ltd before the commencement of the assignment, or be reported to Teach247 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 Teach247 Ltd 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) Teach247 Ltd 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 Teach247 Ltd of the number of Full days and Part days worked by the Temporary Worker during the preceding week. Teach247 Ltd will seek confirmation from the relevant client(s) that the reported day(s) have been worked. Teach247 Ltd 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 Teach247 Ltd, 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 organization.
- 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 Teach247 Ltd AS SOON AS POSSIBLE and no later than 7.30am on the first day of absence. He/she must contact Teach247 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 Teach247 Ltd.

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 Teach247's Ltd Temporary Workers, business affairs, transactions or finances.
- b) The Temporary Worker will inform Teach247 *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 Teach247 Ltd 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 Teach247 Ltd 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

- a) The Temporary Worker will inform Teach247 Ltd if at any time a complaint is brought against the Temporary Worker or if he/she has been arrested or accused of a criminal offence.
- b) The Temporary Worker will inform Teach247 Ltd 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 Teach247 Ltd so that, if necessary, working arrangements can be adjusted in order to comply with the Working Time Regulations 1998.

9. Insurance

- a) Teach247 Ltd 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.

I confirm that I have read and understand the above Terms of Engagement and agree to them.

Print Name: _____ Signed: _____

Witnessed: _____ Dated: _____