### P:\REC AUDIT LOGOS\RECAuditedEducationLogo.jpg APPLICATION TO REGISTER AS A SUPPLY TEACHER OR TEACHING ASSISTANT

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Click box to insert picture

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| **Personal Details: Mr Mrs Ms Miss** (delete as applicable) |
| **Surname: Former Surname(s):** |
| **Forenames:** |
| **Date of Birth:** |
| **Place of Birth:** |
| **Tel No. Home:** |
| **Alt Contact No. E-mail Address:** |
| **Address:**  **Post Code:** |
| **Teacher Agency Registration Number: (Only applicable to Qualified Teachers with QTS)** |
| **National Insurance No:** |
| **Religion:** |
| **Transport: Yes / No** (delete as applicable) |
| **Who should we contact in case of emergency? Tel No.:**  **Relationship to Candidate:** (Please tick)  **Parent**  **Spouse/Partner**  **Sibling**  **Other** |
| **Present teaching post / employment:** |
| **Age range you are qualified for & wish to teach:** (please tick)  **Foundation**  **KS1**  **KS2**  **Teaching Assistant**  **KS3**  **GCSE**  **A level**  **FE**    **Subjects (Secondary teachers only):** |

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**Availability:**

**What date are you available from?**

**Would you be interested in long-term work?** (one term or longer) **Yes /No**

**Would you be interested in short-term work?** (up to half a term) **Yes /No**

**Would you be interested in daily placements: Yes /No**

**Can we call you for same day placements, (**eg from 7:00am)  **Yes /No**

**Will you do General Cover Supply work?** (Secondary teachers) **Yes /No**

**(**please tick when you are normally available to work)

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| --- | --- | --- |
|  | **Mornings** | **Afternoons** |
| **Mondays** |  |  |
| **Tuesdays** |  |  |
| **Wednesdays** |  |  |
| **Thursdays** |  |  |
| **Fridays** |  |  |

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| **Any schools or areas you don’t wish to teach at?** |

**Further/Higher Education Qualifications (inc. Professional Teacher Training)**

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| --- | --- | --- | --- |
| College/University | **Date of Qualification** | **Qualification** | Subjects |
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**Additional interests / skills / abilities? e.g. music, arts, sports, outdoor pursuits etc..**

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| **1.** | **2.** |
| **3.** | **4.** |

**Please list your last three teaching appointments (NQT’s – please state Teaching Practice schools; Supply teachers state schools where you have mainly worked)**

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| --- | --- | --- | --- | --- | --- |
|  | **Position** | **School** | **Subjects/Age Group** | **From** | **To** |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |

**Total number of years you have taught as a recognised qualified primary, secondary or special school teacher?** (you must have completed at least 26 weeks or part of a week in any one year from September to July to qualify as having taught for 1 year)

**References:**

Please give the names, addresses & telephone numbers of referees covering the last **two** years. (These should be able to provide an informed and objective opinion as to your professional competence as a Supply Teacher, Nursery Nurse or Classroom Assistant.

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| --- | --- |
| Name: | Name: |
| Position: | Position: |
| Address: **Post Code:** | Address: **Post Code:** |
| Telephone: | Telephone: |
| email address: | email address: |

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| **I would describe my cultural & ethnic origin as:** (please tick)  **White**  **Black UK**  **Caribbean**  **African**  **Chinese**  **Asian**  **Other:** |
| Sex: Male  Female  Status: Married  Single |

**Criminal Convictions (Please delete clearly as appropriate)**

Do you have any unspent\* criminal convictions? Yes/No

If yes, state convictions and dates ………………………………………………………

\*Certain types of employment and professions are exempt from the Rehabilitation of Offenders Act 1974 and in those cases particularly where the employment is sought in relation to positions involving working with children or vulnerable adults, details for all criminal convictions must be given. The information given will be treated in the strictest of confidence and only taken into account where, in the reasonable opinion of [insert company name], the offence is relevant to the post to which you are applying. **Failure to declare a conviction may require us to exclude you from our register or terminate an assignment if the offence is not declared but later comes to light.**

**Permission to work in the UK**

Do you have immigration permission to work in the UK? Yes/No

(delete clearly as appropriate)

In line with Home Office guidance on the prevention of illegal working we will need to verify and take a copy of your original ID documentation as evidence of your right to work in the UK if you are to be engaged by Salford Supply Desk Ltd for temporary work

# Data Protection Statement

The information that you provide on this form and on any CV given will be used by [insert name of agency] to provide you work finding services. In providing this service to you, you consent to your personal data being included on a computerised database and consent to us transferring your personal details to our clients.

We may check the information collected, with third parties or with other information held by us.

We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other way permitted or required by law.

# Candidate Declaration

I hereby confirm that the information given is true and correct. I consent to my personal data and CV being forwarded to clients on request. I consent to references being passed onto potential employers.

If, during the course of a temporary assignment, the Client wishes to employ me direct, I acknowledge that Salford Supply Desk Ltd will be entitled either to charge the client an introduction/transfer fee, or to agree an extension of the hiring period with the Client (after which I may be employed by the Client without further charge being applicable to the Client).

Signed by candidate:

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|  |

Name: Date:

## Please also enclose an up to date copy of your CV with this application form

You may include any additional information you consider relevant to your application on a separate sheet if you wish.

**Please Return To:**

**Salford Supply Desk Ltd, The Innovation Forum, Frederick Road, Salford, M6 6FP**