



2nd Floor
145-157 St John Street, London, EC1V 4PY
Email: info@workgate.co.uk Website: www.workgate.co.uk

APPLICATION FOR SUPPLY TEACHER

Surname:		First Names:	
Title:	Maiden Name:	Nationality:	
Date of Birth:	Age:	How did you hear about us:	
Address:			
			Post Code:
Telephone Number:		Mobile Number:	
E-mail Address:			
Emergency Contact:		Emergency Contact Number:	
DfES Number:		NI Number:	
Do you have transport for work?		Are you available for emergency cover?	
Are you interested in long-term positions?		Are you interested in permanent positions?	
Do you have any criminal convictions other than those which are spent pursuant to the Rehabilitation of Offenders Act 1974?			
At this time is there any case pending against you or suspension from any previous employer for any offence?			
Do you hold a Criminal Records Bureau Enhanced Disclosure?			
Do you have a Criminal Records Bureau Enhanced Disclosure pending through any other organisation?			
Are you registered with the General Teaching Council (GTC)?		GTC Number:	
How many years have you taught as a recognised qualified Teacher?			
Do you specialise in:	Primary Schools:	Middle Schools:	Secondary Schools:
Please specify your specialist Year Groups and/or Key Stages:			
Please specify your specialist teaching subjects: You may also provide further information on the back cover of the form.			

Do you have experience of:	EBD:	MLD:	SEN:
Do you hold qualifications in:	EBD:	MLD:	SEN:

Please provide details of Further and Higher Education and Qualifications:

College/University	Date of Qualification	Qualification

Please list any additional Qualifications you may have, eg, TESOL, CCRS (formerly Catholic Teacher's Certificate), Sign Language etc

1.	2.	3.
4.	5.	6.

Please list any additional skills/abilities/areas of responsibility, such as music, arts, sports etc

1.	2.	3.
4.	5.	6.

Please list all teaching posts, starting with your most recent appointment. If you are an NQT, please list the schools in which you carried out your teaching practice

School	Position Held	Subject and Year Group	From - To

Please indicate the LEAs in which you would prefer to work:

Please provide two referees, one of whom should be your present or most recent Headteacher or Employer. If you are an NQT, please state the Headteacher of your main teaching practice and the Course Tutor at your University or Higher Education Institution.

Name:	Name:
Position:	Position:
Address:	Address:

	Post Code:		Post Code:
Telephone Number:		Telephone Number:	
Fax Number:		Fax Number:	
E-mail address:		E-mail address:	

Following the recommendations of the DfES circular 13/93, we are required to satisfy ourselves that you have the physical and mental fitness to work with children in school or other educational establishments. Please therefore complete the medical history form below:

1. Have you ever, to your knowledge, suffered from any of the following?	Please delete as appropriate	
	Yes	No
a. Blackouts, epilepsy, fits or faints	Yes	No
b. Heart disease or disorder	Yes	No
c. High blood pressure	Yes	No
d. Tuberculosis, bronchitis, asthma	Yes	No
e. Nervous or mental disorders 'nerves'	Yes	No
f. Skin disease or dermatitis	Yes	No
g. Diabetes or sugar trouble	Yes	No
h. Eye disease or disorder	Yes	No
2. Are you a registered disabled person?	Yes	No
3. Have you ever changed your job for health reasons?	Yes	No
4. Are you awaiting any surgical operation or hospital appointment?	Yes	No
5. Do you suffer from hearing difficulties in either ear?	Yes	No
6. Have you ever been referred to a psychiatrist?	Yes	No
7. Have you any alcohol or drug related problems or illnesses?	Yes	No
8. Are you carrying the Hepatitis B or AIDS virus?	Yes	No
9. Have you any health problems that have not yet been mentioned?	Yes	No

If you have answered 'Yes' to Question 9 above, please provide details. Please note: You may be asked to provide a doctor's letter.

Bank Details: Please note that should you prefer, you may provide these details at interview.

Name of Bank:	Account No:	Sort Code No:
Address of Bank:		

	Post Code:
I hereby certify that the contents of this application are correct to the best of my knowledge, that all questions relating to me have been accurately and fully answered, and I possess all the qualifications which I claim to hold. I also accept the requirements of the Rehabilitation of Offenders Act 1974 and of Criminal Records.	
Signature:	Date:

Additional Information:

Code of Practice

To comply with expectations of our Schools we issue this Code of Practice to ensure an efficient and reliable relationship between School, Teacher and Agency.

- **WORK GATE RECRUITMENT SOLUTIONS** and our Schools expect you to act in a professional and reliable manner at all times, arriving and leaving bookings as agreed. Aim to arrive 30 minutes early to familiarise yourself with your surroundings i.e. staff room, toilets etc. Any lateness will need to be explained without exception. It is essential that you inform **WORK GATE RECRUITMENT SOLUTIONS** in good time if you have any problems regarding arrival, departure, duration or any other aspect of an arranged booking; we can usually negotiate alternative arrangements given adequate notice.
- On arrival at a booking, you must familiarise yourself with the setting's safety procedures, e.g. fire exits, alarms etc.
- On arrival you must establish the setting's various policies e.g. bathroom policy, kitchen policy, smoking policy.
- You will be issued with an ID badge. This must be kept with you at all times whilst at the School.
- If you are unable to attend at any point in the booking, e.g. in the event of sickness, it is imperative that you notify **WORK GATE RECRUITMENT SOLUTIONS** immediately.
- If a cancellation is completely unavoidable, we require at least 48 hours notice. This will enable us to arrange alternative cover to meet the Schools' requirements. We insist that all cancellations are confirmed with **WORK GATE RECRUITMENT SOLUTIONS** between the hours of 7.30 am and 6.00 pm (Mon-Fri).
- Time sheets must be signed and authorised before being returned to **WORK GATE RECRUITMENT SOLUTIONS**. Payment will not be made if the time sheet is not authorised.
- You will be expected to comply with the Schools' Policies and Procedures.
- We expect our Candidates to be committed to Equal Opportunities, giving every person, irrespective of race, gender, class, age, disability or religion/culture equal care and attention.
- Please remember that **WORK GATE RECRUITMENT SOLUTIONS** is always aware that Candidates have their own grievances and problems, for which we are always available to give advice or assistance.

We expect all our Candidates to respect the dignity of the people in their care and to treat all information with the strictest confidence. This would include any information received from Schools verbally, visually or through any other medium. Should any information be divulged which could be considered either delicate or confidential this would become a disciplinary issue and may result in termination of employment.

In accordance with our Schools' expectations, and our commitment to quality and reliability all Candidates need to comply with the Code of Practice. Failure to comply with the Code may result in a Teacher not being considered for future assignments.

Confirm you have read and understood this Code of Practice by signing below.

Name (please print):

Signed: Date:

Equal Opportunities

WORK GATE RECRUITMENT SOLUTIONS wish all Teachers on our register to be fully aware of the implications of equal opportunities.

WORK GATE RECRUITMENT SOLUTIONS take a positive approach to equal opportunities for all. The regulations under the law are contained in the Sex Discrimination Act 1975 and 1986, the Race Relations Act 1976, the Race Relations Act 2000 (Amendment) and the Disability Discriminations Act of 1995.

Equal Opportunity Policies vary across schools and local Education Authorities. However **WORK GATE RECRUITMENT SOLUTIONS** wish to affirm our complete support of and compliance with the Equal Opportunities Policies of the Schools and authorities with which we have dealings.

WORK GATE RECRUITMENT SOLUTIONS are also concerned for the right of pupils with Special Needs and takes full cognisance of the 1993 Education Act, which established the Special Needs Code of Practice. Therefore **WORK GATE RECRUITMENT SOLUTIONS** wishes to ensure that pupils with Special Needs received their full Education entitlement.

WORK GATE RECRUITMENT SOLUTIONS support the following:

- Respect of Racial and cultural differences
- Protection of the rights of all groups
- Equal Opportunities for all regardless of race, sex, disability, age, martial status, Colour, ethnic or national origin, creed or sexual orientation

Signed:

Print Name:

Date:

Child Protection Policy

1. All teachers should become acquainted with the Child Protection Policy of the schools in which they work and take action in accordance with individual school procedures.

2. WORK GATE RECRUITMENT SOLUTIONS teachers should uphold the highest professional standards of behaviour and follow our Guidelines on Conduct.

3. All allegations against supply teachers will be dealt with by the WORK GATE RECRUITMENT SOLUTIONS designated Child Protection Officer. Teachers will be required to respond to allegations against them by providing a written statement. Teachers will be advised to consult their professional association or Trade Union in order to initiate support. The Child Protection Officer who will bring the case to a speedy conclusion will regularly update all parties regarding the status of any investigation.

4. Supply teachers should bear in mind even innocent actions involving touching a pupil can be misconstrued. It is therefore important for teachers to avoid physical contact if possible. In some situations it may be necessary to physically restrain a pupil to prevent him or her causing injury to themselves, to others or to property. In such cases minimum force should be used. All incidents must be reported to both the school Head Teacher and our Child Protection Officer.

5. If a child chooses to tell you about possible abuse you can support the child in a number of ways:

- Stay calm and listen with care
- Question normally without pressurising
- Don't put words into the pupil's mouth but note the main points carefully
- Keep a full record - date, time, what the child did, said etc.
- Reassure the pupil and let them know they were right to inform an adult
- Inform the pupil that the information will have to be passed on
- Immediately inform the School Child Protection Officer or Head Teacher.

Signed:

Print Name:

Date:

Declaration

I declare that the information given herein is true and complete and is not presented in a way intended to mislead. Furthermore, I am not aware of any condition, medical or otherwise, this would limit or affect my employment performance.

I agree that if I give or have given false or misleading information; or omit to give relevant information, this may result in termination of assignment without notice, as well as a claim for recovery of any payments I have received, together with a claim for loss of profits to Work Gate Recruitment Solutions.

I acknowledge that I have been given a copy of the current Terms and conditions of Service issued by Work Gate Recruitment Solutions which is mine to keep, and that I have read those terms and agree to abide by them.

I understand that Work Gate Recruitment Solutions, and all its subsidiary companies, will process my personal data in accordance with the Data Protection Act 1998 for the purposes of seeking employment opportunities. I authorise disclosure of my personal data to such Third Parties as Work Gate Recruitment Solutions sees appropriate.

For the purposes of the Working Time Regulations 1998 (as amended), I consent to work in excess of an average of 48 hours per week. I understand that I may withdraw this consent by giving Work Gate Recruitment Solutions not less than three months' written notice.

Please sign before returning

Signed:

Print Name:

Date:

Registration Vetting Procedures

All Teachers who wish to join Work Gate Recruitment Solutions are subject to the following procedures:

- Teachers UK application pack completed and signed
- GTC Registration checked (UK trained teachers only)
- Criminal Records Bureau check (After 6 months living in the UK)
- Professional Interview by one of our experienced Recruitment Consultants

You will also be required to provide certified copies of the following documentation:

- Proof of Teaching Qualifications
- Current updated CV (Emailed copy preferred)
- 2 Forms of identification e.g. Passport or Driving Licence
- Overseas Police Check (overseas qualified teachers only)
- Two satisfactory professional references which must be supplied by either a Head Teacher, Deputy Head or College Tutor.
- Proof of National Insurance Number e.g. a P45, payslip, p60 or a letter issued by the Inland Revenue. (UK residents only)
- Proof of UK address (if currently residing in the UK)
- 2 Passport sized photos

Failure to comply with ALL the above requirements will result in your immediate removal from our register.

Please send your completed application form along with all documentation to:

Minhaj Uddin

Work Gate Recruitment Solutions

2nd Floor, 145-157 St John Street

London

EC1V 4PY