

Personal Details

Title		Forename	
Middle names		Surname	
Have you ever been known by any other name?			Yes / No
If yes, please tell us was:			
Any change of name must be supported by certified documentation i.e. if through marriage please bring your wedding certificate with you to your interview.			
Nationality			
National Insurance Number			
Home Phone		Work Phone	
Mobile Phone		Email Address	

Preferred Methods of contact? Please tick below:			
Email	Home Phone	SMS	Mobile Phone

Your Current Permanent Home address:			
Postcode		Date moved in	
If you have been at this address for more than 5 years? If not, please let us know where else you have lived in this time. Please use an additional sheet if required			
Address			
Postcode		Dates Covered	
Address			
Postcode		Dates Covered	
Address			
Postcode		Dates Covered	
Address			
Postcode		Dates Covered	

Emergency Contact

Name		Relationship	
Contact Number		Email Address	

How did you hear about us?

Advertising / Google / referral etc?	
If you were referred - please let us know by who.	
Are you registered with any other agencies?	Yes / No

Professional Experience

Are you a Qualified Teacher or a Teaching Assistant (TA)	Teacher / TA		
When did you gain your qualification?			
What is your Qualification?			
Where did you gain it?			
What is your Teacher Reference Number?			
Are you registered with the Teachers Agency?			
What is your main focus?	Primary	Secondary	SEN

References

Please provide us with references to cover the last two years. One referee should be your current / most recent line manager.

Organisation Name			
Address			
Postcode		Dates Covered	
Contact Name		Contact Position	
Contact Email / Tel.			
Reference type	Employment	Academic	Character Agency
Is this referee contactable immediately?	Yes / No		

Organisation Name			
Address			
Postcode		Dates Covered	
Contact Name		Contact Position	
Contact Email / Tel.			
Reference type	Employment	Academic	Character Agency
Is this referee contactable immediately?	Yes / No		

Organisation Name			
Address			
Postcode		Dates Covered	
Contact Name		Contact Position	
Contact Email / Tel.			
Reference type	Employment	Academic	Character Agency
Is this referee contactable immediately?	Yes / No		

Please attach more paper if required.

Right to work in the UK

Do you have permission to work in the UK? (Please answer even if you are a British Citizen)	Yes / No
In line with Home office guidance on the prevention of illegal working, we will need to verify and take a colour copy of your original ID documentation as evidence of your right to work in the UK if you are engaged to work with Inspiring Teaching.	

Nationality	Passport No.	Expiry Date
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Your Health

Do you have the health and physical fitness to teach, as described in The Education Health Standards, England Regulations 2003?		Yes / No
If No, please give details:		
Have you ever been medically retired from Teaching by the Department for Education?		Yes / No

Please attach more paper if required.

Bank Details

Name of Account Holder			
Name of Bank			
Address of Bank			Postcode
Sort Code		Account Number	
I confirm that these are my own personal bank details. Please sign here:			

Are you registered with an Umbrella Company?		Yes / No
Can you provide a certificate of incorporation?		Yes / No
If yes, please supply full details of the Umbrella company below		
Name of Umbrella Company		
Are you able to provide an email address confirming you are a registered with the umbrella company?		
In relation to the above and signing below, you are agreeing that you personally have made the decision to be paid via either PAY or Umbrella with no guidance from Inspiring Teaching ?		
Signature		Dates

Disciplinary

Have you ever been the subject of any disciplinary action or are you currently undergoing disciplinary action?	Yes / No
If yes, please give details here:	

Rehabilitation of Offenders Act:

Because of the nature of work for which you are applying, Section 4(2), and further Orders made by the Secretary of State under the provisions on this section of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 apply

Applicants are therefore required to provide information about convictions which for other purposes are 'spent' under the provisions of the Act. Any information given will be completely confidential and will be considered only in relation for positions to which the orders applies.

Do you have any convictions, cautions, reprimands or final warnings that would not be filtered as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? Filtering rules are only applicable in England, Scotland and Wales and Northern Ireland.
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Yes / No

It is a condition of proceeding with your application that you apply for an 'enhanced' Disclosure and Barring (DBS) certificate / disclosure through **Inspiring Teaching** or that you have produced a DBS certificate which you have already obtained and have a current subscription to the update service. All circumstances will be taken into account.

Convictions and any other criminal record information obtained through the DBS will not necessarily be bar to employment through us. All circumstances will be taken into account. However, any inconsistencies compared with the information given above may invalidate your application. 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.

It is a condition of engagement that clients will be informed of details of criminal convictions, Cautions, Reprimands and Final Warnings so that they can make an informed decision as to whether or not to engage a candidate on a temporary assignment.

Signature		Dates	
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Having received a copy of your DBS Certificate, we are required to carry our regular status checks to ensure there have been no changes since the time of application. We will carry out a status check at 6 monthly intervals.

Signing the declaration below confirms you ongoing agreement to employees of **Inspiring Teaching** accessing this service and therefore carrying out status checks at six monthly intervals on your DBS application or at any times deemed necessary.

Signature		Dates	
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Confidentiality Agreement

Inspiring Teaching requires all candidates on our register to comply with the confidentiality policy of our company, the confidentiality Policies and Procedures of Clients and the relevant code of Profession Conduct.

This undertaking also encompasses the provisions and principles within the Data Protection Act 1988, which concerns the protection of personal information. **Inspiring Teaching**

operates systems to ensure security of information to the highest standards. This includes information held concerning Agency Workers, Clients, Staff and Children at any school you are placed within.

In summary, you must treat information about all of the above as confidential and use it only for the purposes for which it was given. You must protect this information from improper disclosure, at all times. Written information must be stored in a confidential place.

Agency staff must not disclose to any person (other than a person authorised by **Inspiring Teaching** or the client) any information acquired by them in connection with the work assignments they undertake. This will include, but is not limited to:

- The identity and personal information of any children and / or staff at any of the placements that you attend
- Confidential information concerning contracts, charges, procedures and other privileged information from **Inspiring Teaching** or Clients.

Computer Access within the Clients Establishment

As an agency worker you may be given authorisation by the Client to gain access to certain computer systems, certain programmes and data within those systems. You must not attempt alone, or in agreement with others, to gain access to data or programmes to which authorisation has not been given. In using any client computer systems, as an agency worker you must:

- Observe the computer security instructions in respect of the proper use and protection of any password used in connection with such computer systems and if there is a need to use or insert into any computer and floppy disk, CD-Rom Disk, removable hard drive or any other device for the storage and transfer of data programmes
- Not load any programme onto any computer via disc, typing, electronic data transfer or any other means.
- Not access any other computer, bulletin board or information service (including, without limitation, the internet) except with the specific prior authority from the Client's perspective
- Not download any files or connect any piece of computer equipment to any network or other item of computer equipment except with the prior authority of the client's representative.

Declaration: I have read and understood this and I agree to comply.			
Print Name			
Signature		Dates	

Right to Represent

I give my full permission for **Inspiring Teaching** to represent me and put me forward for positions that suit my ability and chosen career path.

Child Protection Policy

I can confirm that I have read, understood and taken a copy of the **Inspiring Teaching** Child Protection Policy and I will adhere to it at all times whilst working through **Inspiring Teaching**.

Signature		Dates	
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Candidate Declaration and Data Protection

I hereby confirm that the information given for this application is, to the best of my knowledge true and correct. I understand that if I knowingly make a false statement I could be subject to police investigation and potentially prosecution.

I consent to my personal data and Curriculum Vitae being forwarded to Clients and consent to references being passed on to potential employers. Yes / No

I acknowledge that this may also include, where relevant, sensitive personal data relating to myself. Any information obtained from myself or any other source will be retained by **Inspiring Teaching** and/or any of its associated and/or subsidiary companies indefinitely for the purpose of providing me with temporary / permanent employment and/or training.

I acknowledge that this may require personal data to be forwarded to third parties or other organisations within the **Inspiring Teaching** Group.

I understand that my resignation is subject to the receipt of two satisfactory references and an enhanced DBS. I also understand that I am to inform **Inspiring Teaching**, should I be convicted of an offence in the future.

I undertake to inform **Inspiring Teaching** immediately if I am engaged through an **Inspiring Teaching** introduction, including the offer of permanent employment following a temporary assignment or any other form of introduction.

And I acknowledge that **Inspiring Teaching** shall be entitled to charge the client an introduction / transfer fee, or to agree to 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).

Signature		Dates	
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AWR - PAYE Candidates Only

The agency worker regulations (AWR) is a piece of legislation that came into effect in October 2011. The aim of AWR is to protect vulnerable workers from exploitation and insure them that the same basic employment conditions as their permanent equivalents after 12 weeks service.

From day 1 of an Assignment

Agency workers are entitled to be treated no less favourably than a comparable worker or employee in relation to access collective facilities and amenities provided by the hirer. This is not extended to all benefits which a hirer might provide to directly recruited workers or employees; rather it applies to collective facilities provided by the hirer to either workers or employees as a whole or to particular groups of workers or employees. These may include:

- A canteen or other facilities
- A work place creche
- Transport services e.g. in this context, local pick-ups and drop-offs, transport between sites - but not company car allowances or season ticket loans
- Toilet / Shower facilities
- Staff common room
- Waiting room
- Mother and baby room
- Prayer room
- Food and drinks machine
- Car Parking

Declaration: I have read and understood this and I agree to comply.			
Signature		Dates	

Equal Opportunities & Discrimination Policy

Inspiring Teaching is committed to supporting the principle of equal opportunities and opposes all forms of unlawful or unfair discrimination on the grounds of any Protected Characteristic (PC) including sex; race (including colour, nationality, ethnic or national origin); religion or belief; age; disability; marital status and civil partnership; sexual orientation; gender reassignment; pregnancy and maternity.

This policy covers vacancy advertising, recruitment and selection, training, promotion and conditions of service and is compliant with the following legislation:

- The Rehabilitation of Offenders Act 1974.
- The Local Government Act 1988 and 1999.
- Special Educational Needs & Disabilities Act (SENDA) 2001.
- Racial & Religious Hatred Act 2006.
- The Work & Families Act 2006.
- Equality Act 2010.

The Company's aim is to create an environment that encourages and values diversity within its workforce and builds on the differences individuals bring, enabling the Company's continued success. We aim to draw upon the widest possible range of views and experiences in order to meet the changing needs of our staff, clients, partners, candidates, contractors and temporary workers.

We seek to promote diversity and to respond to the needs of all individuals in a fair and equitable manner, whilst observing our commitment and responsibility to current legislation.

Declaration: I have read and understood this and I agree to comply.			
Signature		Dates	