Applicant Registration Form

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| Personal Details | |
| Preferred Title: | First Name: |
| Surname: | National Insurance No: |
| Address: | |
|  | Postcode: |
| Email Address: | |
| Home Telephone No: | Mobile No: |
| Preferred Contact Method: | Nationality: |
| Do you have a full driving licence? Yes/No | Do you have your own transport? Yes/No |
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| Emergency Contact/Next of Kin | |
| Preferred Title: | First Name: |
| Surname: | Relationship: |
| Address: | |
|  | Postcode: |
| Contact Numbers: | |

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| Qualifications and Experience | |
| Teaching Qualification (if applicable): | |
| Year Qualified: | QTS Number (if applicable): |
| Preferred Subjects: | |
| Key Stage: | Pay Scale: |
| **Other Qualifications – please list below stating highest qualification first:** | |
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| Preferred Location of Work: | |
| Continued Professional Development (CPD).  Please give details of any courses you have attended: | |
| Date: | Name of Course/Further Training: |
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| Special Needs Interest | |
| Please state in the box below any qualifications, courses or SEN experience you have: | |
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I authorise you to seek permanent work on my behalf: (Tick box) [ ]

I authorise you to seek temporary work on my behalf: (Tick box) [ ]

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| Employment History and References | |
| Name of Company/School: | |
| Address: | |
|  | Postcode: |
| Dates Employed: | |
| Position: | |
| Reason for Leaving: | |
| Name of Referee: | Position: |
| Contact Number: |  |
| Email: | |

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|  | Postcode: |
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| Reason for Leaving: | |
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| Address: | |
|  | Postcode: |
| Dates Employed: | |
| Position: | |
| Reason for Leaving: | |
| Name of Referee: | Position: |
| Contact Number: |  |
| Email: | |

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| Consent to Contact Referees |
| I hereby consent for topupteachers.co.uk to contact the following people to gain references regarding my previous employment:   1. Referee Name: 2. Referee Name: 3. Referee Name: 4. Referee Name: |
| Name:  Signed:  Date: |

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| Health and Safety Policy for Temporary Workers |
| It is your responsibility to look after your own Health safety and welfare and others by:   * Understanding and co-operating with the clients’ Health and Safety Policy, Risk Assessments, Fire, Evacuation and First Aid Policies. * Comply with any induction, training, supervision and requirements of any risk assessments. * Notify Top Up Teachers Plus Ltd of any changes in your circumstances that affect your ability to work and put you at risk in the workplace. |
| I confirm that I have read and understood my Health and Safety responsibilities.  Name:  Signed:  Date: |
| Rehabilitation of Offenders Act 1974 and Exception Order 1975 |
| As the work of this post involves working with children, other vulnerable groups or in a position of trust it is exempt from the provisions of the Rehabilitation of Offenders Act 1974. The organisation will request a Disclosure and Barring Service (DBS) certificate that will reveal any criminal offences. You must disclose details of all reprimands, formal warnings, cautions and convictions, which are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013), as these will be disclosed by the DBS.  As this role meets the definition of regulated activity (as defined in the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012) an Enhanced plus Barred List(s) Check is required, the relevant barred list(s) for children and/or adults will also be checked.  The information you give will be regarded as confidential and will only be disclosed in relation to teaching appointments. The agency will arrange for a check to be made with the DBS for the existence and content of any criminal record in your name. Any information received from the police will be kept in strict confidence. You should note that disclosing an offence does not necessarily bar you from appointment. Failure to disclose may result in withdrawal from any job offer in relation to this form.  Please state whether you are on the current barred list(s) for Children and/or Adults:  Requiredhttps://global3.recruitmentplatform.com/appproc/stylesheets/1px.png: Yes/no (delete as appropriate)  Do you have any convictions, cautions, reprimands or final warnings which are not ‘protected’ in line with current legislation and do you have any pending prosecutions?  Requiredhttps://global3.recruitmentplatform.com/appproc/stylesheets/1px.png: Yes/no (delete as appropriate)    Please delete as appropriate:  I confirm that I have no convictions spent or unspent to declare.  I confirm that I have the convictions detailed below: |

I confirm the information declared is true and accurate.

Name:

Signed:

Date:

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| DBS (CRB) Process |
| Top Up Teachers Plus Ltd is committed to supporting the Data Protection Act (1998). To enable us to process your application and carry out the required legal checks to include:   * DBS (CRB) Counter signatory * Qualification verification * Portability checks * Confirmation of GTC Registration |
| I acknowledge that the payment for £49.50 (plus admin charge) is for the purpose of my Disclosure and Barring Service (DBS) application being processed through Top Up Teachers Plus Ltd.  I understand that Top Up Teachers Plus Ltd cannot be held liable for any delays in the return or the content of the disclosure. |

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| Surname: | First Name: |
| Maiden Name: | Preferred Title: |
| Date of Birth: | GTC/TA Number: |
| Address: | |
|  | Postcode: |
| DBS (CRB) Reference Number: | |
| Date of Issue: |

I authorise Top Up Teachers Plus Ltd to seek and obtain any information that may be relevant to my application as an educational professional.

Signed:

Date:

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| Third Party DBS Information | |
| As the person named above, I give consent for Top Up Teachers Plus Ltd to contact the Counter Signatory and for the Counter Signatory to disclose information regarding my enhanced DBS. | |
| Signed: | Date: |
| Print Name: |
| Eligibility to work in the UK | |
| It is a criminal offence to seek employment and certain voluntary work if not legally eligible to work in the UK.  Under the Asylum and Immigration Act it is a criminal offence to employ a person unless they are British citizens, Commonwealth citizens with right of abode in the UK, citizens of any country in the European economic area, or a person with current and valid permission to be in the UK or who comes into a category specified by the Home Secretary where employment is allowed.  Successful applicants will be asked to present the relevant documents to demonstrate their eligibility to work in the UK.  Please state whether you are eligible to work in the UK:  Requiredhttps://global3.recruitmentplatform.com/appproc/stylesheets/1px.png: Yes/no (delete as appropriate) | |

I confirm the information declared is true and accurate.

Name:

Signed:

Date:

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| Banking Details | |
| Bank Name: | |
| Name the Account is Held in: | |
| Account Number: | Sort Code: |
| Building Society Reference Number: | |
| TAX Forms completed indicate applicable: P45 / P46 | |

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| Payment for work carried out is paid weekly in arrears and is made by BACS transfer (subject to submission of an authorised timesheet).  I confirm that the bank and other details give above are correct and will advise you in writing if any of the details change.  Signed:  Date: |

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| Opt out of 48 Hour Working Week Restriction |
| The Working Time Regulations 1998 state that you (the temporary worker) shall not work on assignments with our clients in excess of the working week unless you agree in working that this limit should not apply. You do not have to sign this declaration.  **Consent**  By signing this declaration below, you hereby agree that the working week limit shall not apply to any assignments that you work at.  **Withdrawal of Consent**  I agree that I may end this agreement by giving the employment business, Top Up Teachers Plus Ltd, 12 weeks’ notice in writing. For the avoidance of doubt, any notice bringing this agreement to an end shall not be construed as termination to end any assignment with a client.  Upon the expiry of the notice period set out above the working week limit shall apply with immediate effect.  Signed:  Date: |

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| Declaration |
| * I confirm that Top Up Teachers Plus Ltd is acting as an Employment Agency if I have requested that they seek Permanent work for me (as indicated on page 2 this form). * I confirm that I am aware Top Up Teachers Plus Ltd are acting as an Employment Business and I have requested that they seek Temporary work for me (as indicated on page 2 of this form). * I confirm that I wish for Top Up Teachers Plus Ltd to seek employment for me within the field of education. * I confirm that in line with Asylum and Immigration Act, Top Up Teachers Plus Ltd must verify and take a copy of original documentation as evidence of my right to work in the UK. * I confirm that I have declared any criminal convictions. * I am aware that Top Up Teachers Plus Ltd may contact me regarding temporary or permanent positions via mobile phone. I confirm I will only answer my mobile telephone when it is safe and legal to do so. * I am aware that the information declared by CV and this application form will be used by Top Up Teachers Plus Ltd to find me work. I consent to Top Up Teachers Plus Ltd to hold my personal data on a computerised database and consent that Top Up Teachers Plus Ltd may transfer my personal details to their clients. * By signing this declaration, I authorise my personal information to be viewed and inspected for audit purposes by clients where I have carried out an assignment. * I authorise Top Up Teachers Plus Ltd to seek references for both temporary and permanent work. * If during the course of a temporary assignment, the client wishes to employ me direct, I acknowledge that Top Up Teachers Plus Ltd will be entitled to either charge the client a fee, or to agree an extension of the hiring period with the Client (after which I may be employed by the Client with further charge being applicable). * I confirm that the information given is true and correct and I will advise you if any of my details change. I consent to my personal data and CV being forwarded to the client. I consent to references being passed onto potential employers. * I confirm receipt of my Terms of Engagement.   Signed:  Print Name:  Date: |

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| Registration Completion Checklist | | |
| Application Form Fully Completed | Yes | No |
| Proof of Identification Provided | Yes | No |
| Proof of NI Number Provided | Yes | No |
| Proof of Address (2 must be provided) | Yes | No |
| Proof of Qualifications Provided (Originals must be seen) | Yes | No |
| Current DBS issued within the last 12 months | Yes | No |
| Details of your Teachers Agency Registration | Yes | No |
| P45/P60 Provided | Yes | No |
| Evidence of current pay scale | Yes | No |
| Safeguarding Certificate | Yes | No |
| ID Digital Picture | Yes | No |
| Interview Notes | | |
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Registration Complete

Signed By Consultant:

Date: