

Candidate Registration Form

Title: _____ First Names: _____

Surname: _____ Date of Birth: _____

Home Phone: _____ Mobile: _____

Address: _____

Post Code: _____ Email Address: _____

Gender: Male/Female/Prefer not to say (please circle)

Religion: _____ Nationality: _____

Citizenship: _____ Years lived in the UK: _____

Emergency Contact: _____ Relationship: _____

Emergency Contact Telephone: _____

Transport Arrangements: Own Car / Shared Car / Lifts / Bike / Public Transport

Miles Happy to Travel: _____

Qualifications and Subjects

Dfes Number: _____ Qualification: _____

Start date working on supply (NQTs Only): _____

Month and Year Qualified: _____

Specialism Subject(s): _____

Key Stage Teaching & Support Abilities – please circle most appropriate

Nursery	Qualified / Specialism / Long Term Experience / Some Experience
Reception	Qualified / Specialism / Long Term Experience / Some Experience
Key Stage 1	Qualified / Specialism / Long Term Experience / Some Experience
Key Stage 2	Qualified / Specialism / Long Term Experience / Some Experience
Key Stage 3	Qualified / Specialism / Long Term Experience / Some Experience
Key Stage 4	Qualified / Specialism / Long Term Experience / Some Experience
AS/A Level	Qualified / Specialism / Long Term Experience / Some Experience

School Employment Referees

First Most Recent Employer

Date worked from: _____ Date worked to: _____

School/Employer Name: _____

Job Title: _____

Referee Name & Position: _____

School/Employer Address: _____

Post Code: _____ Telephone: _____

Email: _____

Can we approach this referee? **YES / NO**

Were you subject to any disciplinary proceedings or investigations during this employment? **YES / NO**

If yes, please provide details: _____

Second Most Recent Employer

Date worked from: _____ Date worked to: _____

School/Employer Name: _____

Job Title: _____

Referee Name & Position: _____

School/Employer Address: _____

Post Code: _____ Telephone: _____

Email: _____

Can we approach this referee? **YES / NO**

Were you subject to any disciplinary proceedings or investigations during this employment? **YES / NO**

If yes, please provide details: _____

Bank Account Details

Bank / Building Society: _____

Name of account holder: _____ Sort Code: _____

Account Number: _____

National Insurance Number: _____

Rehabilitation of Offenders Act 1974 (Exception Order 1975) Candidate ID:

Assignments with Broad Education Staffing will involve close contact with pupils under the age of 18. This means that we require all applicants to undergo a criminal background check and your engagement is exempt from the relevant provisions of the Rehabilitation of Offenders Act 1974 and its supporting regulations. Consequently you are not entitled to withhold information about criminal background outside of the current filtering rules (available at www.gov.uk/dbs).

A criminal record will not necessarily bar you from working with Broad Education Staffing but a review of criminal background will take place prior to your engagement with the agency. All information disclosed as part of criminal record checks completed will be discussed with schools prior to any assignments.

Broad Education Staffing operate in accordance with the DBS code of practice and our internal Rehabilitation of Ex-Offenders Policy (both are available on request).

Do you have any unspent convictions, cautions, reprimands or warnings? If yes, please provide full details regarding the offences on the template provided. **YES / NO**

DBS Update Service

Are you currently registered with the DBS Update service? **YES / NO**

If yes, please provide your Update Service ID Number: _____

If you do register with the Update Service please confirm that you are happy for Broad Education Staffing to complete regular and ongoing Status Checks. Broad Education Staffing may also require a copy of your DBS Disclosure for our records.

Signature: _____ Date: _____

Data Protection Act 1998

The personal information you provide will be used for administration and vetting purposes and may be shared with relevant third parties such as schools and local education authorities. The data will be processed in accordance with the principles of the Data Protection Act 1998. If you have any queries about the use of the information, please contact the Information Commissioner at www.ico.gov.uk. To view Broad Education Staffing Data Protection registration details visit <http://search.ico.org.uk/ico/search>

Confidential Declaration of Health

The Education (Health Standards) (England) Regulations 2003 require that employers must ensure that a person has the health and physical capacity to teach. These regulations fall within an exception of the Equality Act 2010 legislation which permits health questions to be asked in so far as this is necessary to determine the ability of the applicant to undertake an intrinsic function of the work.

Can you confirm if you have physical / mental health conditions that may affect your ability to work as a teacher or a support worker for Broad Education Staffing?

YES / NO

If yes, please outline the full details: _____

Please note that we may need to advise clients of specific conditions to ensure that they can make reasonable adjustments for you to work in safety at their premises. If you are **not** happy for Broad Education Staffing to do this please indicate here: _____

If your personal health circumstances change at any time which may in turn impact your ability to work as a teacher or support worker for Broad Education Staffing, then please advise us immediately.

Signature: _____ **Date:** _____

Declaration

I agree to complete and abide by the terms and conditions of my contract:

Signature: _____ **Date:** _____

Marketing

Are you happy for Broad Education Staffing to send schools further information about you and your experience? This will be in various forms, including spec CV's & Broad Education Staffing profiles with your profile photo being sent to decision makers: **YES / NO**

Child Protection & Other Training

Date/Provider of last Child Protection Training: _____

Other Training Attended: _____

School Wish List:

If there are schools that you would want us to really focus on getting you working with, please list below:

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8

School Block List:

If you have schools that you would prefer us NOT to contact (not keen to work there / would prefer to work there exclusively of BES work) please list below:

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8

Interview Documentation Checklist (Original Copies Only)

ID Document (state type) Current Passport / EU Photo Card / Birth Cert / UK Firearms Lic. / Photo DL / HM Forces ID

Date of expiry: _____

Legal permission to work in the UK (state type) _____

Date of expiry: _____

Qualification: (state type eg PGCE) _____

QTS Proof (FQT/NQT Only) YES / NO

Proof of EWC Registration: YES / NO

Criminal Clearance: (complete relevant section)

Enhanced Copy Disclosure: (please select) YES / NO

DBS Update Service Registered: (please select) YES / NO

Enhanced Copy Disclosure Number _____

Date of Copy Disclosure (within 12 months): _____

DBS Application Online: (please select) YES / NO

DBS Payment received (please select) YES / NO

Copy Disclosure Pending (please select) YES / NO

Overseas Clearance: (please select) YES / NO

Overseas Clearance Country of Issue _____ Date of Issue _____

Criminal Convictions Statement: YES / NO

Photo YES / NO

6 Year Career History: (please select) YES / NO

Proof of Address 1: (document type and check date) _____

Proof of Address 2: (document type and check date) _____

Proof of Induction: (QTS post May 1999) YES / NO

Proof of Skills Tests (English NQTs post May 2001) YES / NO

Marriage Certificate YES / NO

Curriculum Vitae YES / NO

Proof of National Insurance Number YES / NO

Contract Type - BES Contract for Services / BES Limited Co Contract

P46/P45 YES / NO

Proof of Spine Point YES / NO