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| **Crown Commercial Service****RM3826: provision of Supply teachers Framework Agreement** |
| **Supply teacher REQUEST FORM**  |
| **Request/order number:** |  |
| **Name of authorised officer:** |  |
| **Customer organisation name:** |  |
| **Job title:** |  |
| **pay rate:** |  |
| **start Date:** |  |
| **Anticipated end date:** |  |
| **working pattern:****(Start/finish times)** |  |
| **Qualifications required:** |  |
| **Training or skills required:** |  |
| **Are CVs req’d?** |  |
| **any additional information**  |  |
| **school’s expectation of the role (lesson planning, marking etc)** |  |
| **Are interviews req'd?** |  |
| **Person to whom temporary worker should report at start:** |  |
| **Post code of location with requirement:** |  |
| **RM3826 Framework Supplier****To confirm booking by completion of ASSIGNMENT CHECKLIST** |

**ANNEX A: SUPPLY TEACHERS REQUEST FORM**