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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**