**Supply Teachers Compliance Checklist:**

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| --- | --- | --- | --- |
| **CCS Framework Title** | Supply Teachers | **CCS Framework Reference** | **RM3826** |
| **Customer name****(location)** | School name | **Customer reference no.** **(if provided)** | 000000000000 |
| **Job Title** | Teacher | **Subject Specialist** | Geography |
| **Placement date from** | DD/MM/YYYY | **Placement date to** | DD/MM/YYYY |
| **Proposed Working****Pattern** | Working days; start/finish times | **Total number of days booked**  | 0 |

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| --- | --- | --- |
| **Temporary Worker’s full name** | Jane Doe Smith | **Recent photograph** |
| **Does the Temporary Worker have the relevant skills and knowledge appropriate for the role?** | Yes / No |  |
| **Worker Charge Rate** | **(Pre AWR)**£00.00  |  **(Post AWR)**£00.00  |
| **Agency fee** | % |
| **Total daily charge excl. VAT** | £00.00 | £00.00 |
| **Worker Payment Type** | PAYE / Ltd Co / Umbrella |

|  |  |
| --- | --- |
| **Employment Checks** | **Confirmation checks completed pre-placement / Additional comments** |
| **Identity** | Yes / No |
| **Right to Work** | Yes / No |
| **QTS / QTLS Compliant Checks** | Yes / No / Not Applicable - Regulatory Body & Number  |
| **Employment History & References** | Yes / No |
| **Criminal Record Check (DBS)** | Yes / No – Disclosure Type & Number, Date Issued |

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| **Additional information** **as required by the** **Customer** | Extra Mandatory Training?Specific Skills/Experience required? |

The above named worker has been submitted by the Supplier for consideration in the provision of the Services

1. in response to a request from the Authorised Officer of the Customer;
2. has undergone all of the necessary and appropriate pre-employment screening checks as required by the Framework Agreement for the provision of Supply Teachers to ensure their compliance prior to supply; and
3. shall be charged in accordance with the Framework Prices set out in Schedule 3 to the Framework Agreement.

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| --- | --- |
| **Supplier Name** |  |
| **Name** |  | **Position** |  |
| **Signature** |  | **Date** | DD/MM/YYYY |