Background pattern

Description automatically generated

# Equal opportunities

Teach and Connect Ltd is committed to a policy of equal opportunities for all work seekers and shall adhere to such a policy at all times and will review on an on-going basis on all aspects of recruitment to avoid unlawful or undesirable discrimination. We will treat everyone equally irrespective of sex, sexual orientation, gender reassignment, marital or civil partnership status, age, disability, colour, race, nationality, ethnic or national origin, religion or belief, political beliefs or membership or non-membership of a trade union and we place an obligation upon all staff to respect and act in accordance with the policy.

Teach and Connect Ltd shall not discriminate unlawfully when deciding which candidate/temporary worker is submitted for a vacancy or assignment, or in any terms of employment or terms of engagement for temporary workers. Teach and Connect Ltd will ensure that each candidate is assessed only in accordance with the candidate’s merits, qualification and ability to perform the relevant duties required by the particular vacancy.

# Candidate/ temporary worker and intermediary details

| **Information required** | **Details** | **Date of check** |
| --- | --- | --- |
| **Worker details** | | |
| * Name (first and last names are mandatory, middle names are optional) |  |  |
| * Home address and postcode |  |  |
| * National Insurance number (or date of birth and gender if no National Insurance no.) | DOB format dd/mm/yyyy |  |
| * Identity check [detail the documents seen to confirm the candidate’s/ temporary worker’s identity] |  |  |
| * Right to work check   Do you have immigration permission to work in the UK?  In line with Home Office guidance on the prevention of illegal working we will need to verify and take a copy of your original ID documentation as evidence of your right to work in the UK if you are to be engaged by Teach and Connect Ltd for temporary work. | Yes/ no  If permission is restricted, note any restrictions. |  |

# Criminal record disclosure

Before completing this section please read our policy regarding candidates with criminal convictions.

We are asking you to complete this form in relation to job roles which are not exempt from the **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020)**. For this reason **you are only required to disclose information about unspent convictions.** You are not required to disclose spent convictions on this form.

Additionally, **you are not required to declare any** **information about ‘protected’ offences** – (offences to which the filtering rules apply). If you are unsure as to whether a conviction is **unspent/spent or protected (filtered)** please see the additional [guidance](https://www.gov.uk/exoffenders-and-employment) or you can contact organisations such as [NACRO](https://www.nacro.org.uk/) or [Unlock](http://www.unlock.org.uk/) for further information

If you wish to be put forward for/if any role is identified which may be suitable for you but which is exempt from the **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020)**, meaning that you are required to disclose **spent** convictions, we will ask you to complete an additional criminal disclosure form. You are not required to complete that additional form if you do not wish to be put forward for that type of work.

| **Information required** | **Details** |
| --- | --- |
| Do you have any unspent criminal convictions? | Yes / no |
| If yes, please provide the offence dates, dates of conviction/caution, offence types and sentences below. [See Note **Error! Reference source not found.**] |  |

If you have declared any convictions you are welcome to provide us with any additional information that you think may be relevant and which will help us to determine your suitability to be put forward for roles with our clients. This could include for example information about the circumstances of the offence, any work (paid or voluntary) or training that you have undertaken since, change in your circumstances etc.

We will seek to put forward/supply the best possible candidates to our clients. Having a criminal conviction will not necessarily exclude you from the process.

**The information given will be treated in the strictest of confidence and only taken into account where, in our reasonable opinion, the offence is relevant to the post to which you are applying. Failure to declare a conviction may require us to exclude you from our register if the offence is not declared but later comes to light.** **If you are working in an assignment with a client at the time that we are made aware of a conviction that have not disclosed to us, we may be legally required to inform our client of that information and your assignment may be terminated.**

# Health and Disability

We want to ensure that we provide work finding services to all work seekers fairly and equally.

| **Information required** | **Details** |
| --- | --- |
| 1. If you have a disability, what are your needs in terms of reasonable adjustments in order to access this recruitment service and to attend interview, or to take aptitude tests etc.? | Please specify |

If a permanent role or temporary assignment requires an intrinsic function to be completed, we will discuss your ability to undertake this function after you have been successfully registered with the Agency.

\* Intrinsic means if that task could not be performed the job could not be carried out.

| **Information required** | **Details** |
| --- | --- |
| 1. Do you have any disability or health issues that may make it difficult for you to carry out functions which are intrinsic to the role you seek? | Yes/ no  If yes, please specify  Are there any reasonable adjustments that would assist you to carry out the intrinsic functions of the role? |

# Data Protection Statement

Teach and Connect Ltd provides work-finding services to its clients and work-seekers. We must process personal data (including sensitive personal data) so that we can provide these services – in doing so, we act as a data controller. This is why we have asked for your personal data on this form. When we process your personal data we must do so in accordance with data protection laws. Those laws require us to give you a Privacy Statement to explain how we manage your personal data.

**Annex A – Data Protection Privacy Statement**

In this Annex we explain how Teach and Connect Ltd manages your personal data.

# Collection and use of personal data

Teach and Connect Ltd will collect your personal data (which may include sensitive personal data) and will process your personal data for the purposes of providing you with work-finding services. This includes for example, contacting you about job opportunities, assessing your suitability for those opportunities, updating our databases, putting you forward for job opportunities, arranging payments to you and developing and managing our services and relationship with you and our clients.

In some cases we may be required to use your data for the purpose of investigating, reporting and detecting crime and also to comply with laws that apply to us. We may also use your information during the course of internal audits to demonstrate our compliance with certain industry standards.

The legal bases we rely upon to offer these services to you are:

* Your consent
* Where we have a legitimate interest
* To comply with a legal obligation that we have
* To fulfil a contractual obligation that we have with you

1. **Legitimate interest**

This is where Teach and Connect Ltd has a legitimate reason to process your data provided it is reasonable and does not go against what you would reasonably expect from us. Where Teach and Connect Ltd has relied on a legitimate interest to process your personal data our legitimate interests is/are as follows:

* To complete vetting procedures and clear you for work.

1. **Recipient/s of data**

Teach and Connect Ltd will process your personal data and/or sensitive personal data with the following recipients:

* Schools

1. **Statutory/contractual requirement**

Your personal data is required by law and/or a contractual requirement (e.g. our client may require this personal data), and/or a requirement necessary to enter into a contract. You are obliged to provide the personal data and if you do not the consequences of failure to provide the data are:

* End of your employment with Teach and Connect Ltd

# Data retention

Teach and Connect Ltd will retain your personal data only for as long as is necessary for the purpose we collect it. Different laws may also require us to keep different data for different periods of time.

The Conduct of Employment Agencies and Employment Businesses Regulations 2003, require us to keep work-seeker records for at least one year from (a) the date of their creation or (b) after the date on which we last provide you with work-finding services.

We must also keep your payroll records, holiday pay, sick pay and pensions auto-enrolment records for as long as is legally required by HMRC and associated national minimum wage, social security and tax legislation.

Where Teach and Connect Ltd has obtained your consent to process your personal date we will do so in line with our retention policy a copy of which is attached. Upon expiry of that period Teach and Connect Ltd will seek further consent from you. Where consent is not granted Teach and Connect Ltd will cease to process your personal data].

# Your rights

Please be aware that you have the following data protection rights:

* The right to be informed about the personal data Teach and Connect Ltd processes on you;
* The right of access to the personal data [Insert agency name] processes on you;
* The right to rectification of your personal data;
* The right to erasure of your personal data in certain circumstances;
* The right to restrict processing of your personal data;
* The right to data portability in certain circumstances;
* The right to object to the processing of your personal data that was based on a public or legitimate interest;
* The right not to be subjected to automated decision making and profiling; and
* The right to withdraw consent at any time.

Where you have consented to Teach and Connect Ltd processing your personal data you have the right to withdraw that consent at any time by contacting Jamie Pilling at Teach and Connect Ltd.

There may be circumstances where Teach and Connect Ltd will still need to process your data for legal or official reasons. We will inform you if this is the case. Where this is the case, we will restrict the data to only what is necessary for the purpose of meeting those specific reasons.

If you believe that any of your data that Teach and Connect Ltd processes is incorrect or incomplete, please contact us using the details above and we will take reasonable steps to check its accuracy and correct it where necessary.

**You can also contact us using the above details if you want us to restrict the type or amount of data we process for you, access your personal data or exercise any of the other rights listed above.**

# Complaints or queries

If you wish to complain about this privacy notice or any of the procedures set out in it please contact: Jamie Pilling at Teach and Connect Ltd.

You also have the right to raise concerns with Information Commissioner’s Office on 0303 123 1113 or at <https://ico.org.uk/concerns/>, or any other relevant supervisory authority should your personal data be processed outside of the UK, if you believe that your data protection rights have not been adhered to.

If, during the course of a temporary assignment, the Client wishes to employ me direct, I acknowledge that Teach and Connect Ltd will be entitled either to charge the client an introduction/transfer fee, or to agree an extension of the hiring period with the Client (after which I may be employed by the Client without further charge being applicable to the Client).

Signed by candidate / temporary worker: ………………………………………………………………………………

Date:………………………………………………………………………………