**ANNEX A: RM3826 Worker Request form**

The Buyer shall provide the Supplier with a completed Worker request form containing the information set out in the example attachment below to identify the requirements for the Worker:

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| **Crown Commercial Service**  **RM3826: provision of Supply teachers Framework CONTRACT** | |
| **Worker REQUEST FORM** | |
| Request/order number: |  |
| Name of authorised officer: |  |
| Buyers 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 expectations of the role (lesson planning, marking etc) |  |
| Are interviews req'd? |  |
| Person to whom worker should report at start: |  |
| Post code of location with requirement: |  |