

**APPENDIX 2**

| <b>Staff Request Form</b>  |  |
|--|--|
| <b>Name and contact information of Client:</b>                                       |  |
| <b>Type of Contract:</b>   |  |
| <b>Start Date:</b>   |  |
| <b>Location where teaching will take place (including post code):</b>                |  |
| <b>Required Notice:</b>  |  |
| <b>Job Title:</b>  |  |
| <b>Number of Vacancies:</b>  |  |
| <b>Required training / experience / authorisations and necessary qualifications:</b> |  |
| <b>Required Hours:</b>   |  |
| <b>Pay / Benefits and remuneration details:</b>                                      |  |
| <b>Health and Safety / Risk Assessments</b>  |  |
| <b>Additional Information:</b>   |  |

**Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Position** \_\_\_\_\_

**Date:** \_\_\_\_\_