

Your name:

Your email address:

We're excited to welcome you to our community of Helping Hands Please complete this onboarding document and return to onboarding@sendhelpinghands.com along with your CV and cover letter. If you need help, contact us at onboarding@sendhelpinghands.co.uk

After completion of your onboarding form we will conduct your interview where you will be allocated an I.D verification platform to verify your identity. We will not be able to proceed with your application if any of the sections below remain blank or your identification has not been verified.

<p>1. Onboarding Document completed</p>	<p><input type="checkbox"/> Yes, I have completed all sections below*</p> <p><input type="checkbox"/> SENDHH only</p>
<p>2. Upload your CV and cover letter Please ensure your CV details your SEND experience</p>	<p><input type="checkbox"/> I have uploaded my CV*</p> <p><input type="checkbox"/> I have uploaded my cover letter*</p>
<p>3. Which services will you offer? Please specify the services you wish to provide as a Helping Hand. This may be more than one role, if you are unsure which services you are able to offer with your qualifications, please refer to our onboarding handbook available at www.sendhelpinghands.com/joinourteam</p> <p>4. Your availability Please specify your availability (option for online is applicable to Tutoring ONLY). You must be available for a minimum of 10 hours per week for Tutoring, care, respite and sitting services and a minimum of 6 months annually for nannying services. Please also specify any reoccurring days and times you will be unavailable e.g "unavailable between 4-7 every Tuesday"</p>	<p> <input type="checkbox"/> Tutoring <input type="checkbox"/> Respite <input type="checkbox"/> Caring <input type="checkbox"/> Sitting <input type="checkbox"/> Nannying </p> <p> <input type="checkbox"/> Online <input type="checkbox"/> In-person <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening <input type="checkbox"/> Overnight </p> <p> <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday </p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 20px;"> <p>Availability specifics inc unavailability:</p> </div>

5. DBS update service check

We will check your DBS on the update service system and upload it into your personal profile, securely held by SEND Helping Hands on your behalf.

You can sign up for £16 per year at <https://www.gov.uk/dbs-update-service>

- I confirm that my enhanced DBS is on the update service.
- Understand that it is my responsibility to ensure my DBS remains on the update service. Failure to comply with this will result in a temporary hold on my working status.

6. Please list a minimum of 3 references.

X2 professional references from your most recent employer(s).

- Professional references should be a superior professional such as Headteacher, SENCO, Care home manager, Residential centre manager or Ward manager.

X1 personal reference from a family you have worked with/for.

- Personal references/testimonials will be visible to our clients and aim to enhance your profile, provide a maximum of 5 if you can.

**** If you are a nanny, childminder or long-term private tutor your professional referee will be your prior employing families.**

If you already have reviews/testimonials from prior clients/families, please provide these separately (a word document is sufficient, complete with testimonial and contact details per client) alongside this onboarding document.

Reference 1: Current or most recent employer, from a superior (i.e. Headteacher/ Ward manager etc)

- I confirm this referee is my most recent employer

Name:

Email address:

Capacity known to you:

How long has this referee known you for?

Reference 2: Previous employer, form a superior (i.e. Headteach/ Ward manager etc)

- I confirm that this referee is from a different place of work than above

Name:

Email address:

Capacity known to you:

How long has this referee known you for?

Reference 3: Reference from a client/ parent:

Name:

Email address:

Capacity known to you:

How long has this referee known you for?

Reference 4: Reference from a client/ parent:

Name:

Email address:

Capacity known to you:

How long has this referee known you for?

8. Digital copy or scan of all qualifications , training and other certificates, including your QTS, Nursing, HCA certificates to be uploaded alongside this document via email.

Please ensure that you include copies of any certificates for SEND specific training as well as any individual medical specific training alongside your base qualifications/degree.

Teacher Reference number

Nurse/Midwifery council pin:

List your training and certifications below:

- First Aid certification
- Ofsted registration

First Aid training and certification is compulsory, if this is not up to date, please take a refresher course and return to this document upon completion.

You can do this via an Ofsted approved provider such as www.tigerlilytraining.co.uk or via a verified provider of your choice.



SEND

HELPING HANDS

9. Digital copy or scan of your safeguarding certificate which should be within the last six months

There are lots of safeguarding training courses available online. Search for 'level 2 safeguarding training'.

I understand that it is my responsibility to attend annual safeguarding training *

Certificate provided

Date of certificate (Ideally in the last six months)

10. Digital copy or scan of full insurance policy which includes the below: (This will be a PDF provided by your insurance company with your initial policy documents).

- Professional indemnity insurance at an amount not less than £100,000 (one hundred thousand pounds);
- and public liability insurance at an amount not less than £2,000,000 (two million pounds)

Below are a number of reputable industry specific providers:

[Morton Michel](#)
[Nanny Insure](#)

My public indemnity insurance is at least £100,000*

My public liability insurance is at least £2,000,000*

Insurance company name: *

Policy number:

Start date:

Expiry date:

Copy of policy provided *

I understand that it's my responsibility to renew my insurance policy annually *

SENDHH only

11. Please provide two head and shoulder photos of you of a professional yet approachable manner . These should be in high resolution saved as a jpeg and under 1MB.



Your UTR (unique tax reference) number which will be on the top of any letters that you receive from HMRC once you have registered as self-employed.

If you are not currently self-employed, We suggest that you contact HMRC as soon as possible, as it takes 10-14 days to receive your first letter with your UTR number

UTR number: *

11. Your I.D verification will be completed by a company called Credas with which you will need a copy of your passport and proof of address.

If you are not a UK national you will need to supply a copy of your right to work visa alongside this onboarding document via email and share your RTW code. You can do this via <https://www.gov.uk/prove-right-to-work>

I.D verification

Biometric resident permit

Passport/National ID

Right To Work code

Please email onboarding@sendhelpinghands.com with your completed onboarding document as well as any relevant certification and documentation as required above. We are unable to consider your application if any of the sections above remain blank.

Please email onboarding@sendhelpinghands.com if you have any questions.