

## 1) Your Details

Company/Business Name			
Contact Name:			
Trading Address:			
Invoice Address: (If different from above)			
Contact Number(s):			
Fax Number:			
E-mail Address:			
Bank Name:			
Account Name:			
Account Number:		Sort Code:	
<b>**We pay 30 days end of month. Please make sure your bank details are on your invoice as we like to pay promptly.**</b>			
Roll No. If Applicable:			

## 2) Your Courses, Location and Rates

<p><b>What Courses Do you Teach?</b> Please summarise the courses you teach here (feel free to tick them and expand below)</p>	<p> Abrasive Wheels <input type="checkbox"/>  Asbestos Awareness (non accredited) <input type="checkbox"/>  UKATA Asbestos Awareness <input type="checkbox"/>  UKATA Non Licensed Removal <input type="checkbox"/>  Asbestos Non Licensed <input type="checkbox"/>  CDM <input type="checkbox"/>  CITB Health &amp; Safety Awareness <input type="checkbox"/>  CITB SSSTS <input type="checkbox"/>  CITB SMSTS <input type="checkbox"/>  Confined Space Awareness <input type="checkbox"/>  Confined Space Medium Risk <input type="checkbox"/>  COSHH <input type="checkbox"/>  IPAF <input type="checkbox"/>  Ladders &amp; Steps <input type="checkbox"/>  Manual Handling <input type="checkbox"/>  PASMA <input type="checkbox"/>  Risk Assessment &amp; Method Statement <input type="checkbox"/>  Safety Harness <input type="checkbox"/>  Scaffold Inspection <input type="checkbox"/>  Scaffold Appreciation <input type="checkbox"/>  Work at Height <input type="checkbox"/>  First Aid <input type="checkbox"/>   Please list any others below (or use another piece of paper) </p>
<p><b>Where do you train?</b> Please explain where you are based in the country and where you are prepared to travel to</p>	
<p><b>What are your rates?</b> Please tell us about your day rate, your half day rate and any travel expectations</p>	

### 3) References

Please provide the details of two references here:	
<b>Full Name</b>  <b>Email</b>  <b>Phone</b>  <b>Address</b>  <b>How Know</b>	
<b>Full Name</b>  <b>Email</b>  <b>Phone</b>  <b>Address</b>  <b>How Know</b>	

### 4) Conditions of working on behalf of The Training Societi Ltd

**You will**

- Wear our branded clothing where supplied (i.e. high viz jacket, tie)
- You must only give out our branded business cards where supplied
- You must use our branded paperwork (sign in sheets, feedback forms, and any course paperwork)
- Any training leads must be passed on to us, and in turn we will endeavour to use you as the trainer
- You must say you are working on behalf of The Training Societi
- All training paperwork and photos must be passed onto us within 7 working days or we reserve the right to withhold / reduce payment
- All certificates must be with us in 30 days or we reserve the right to withhold / reduce payment
- If photos go missing / are unacceptable you are responsible for getting them from the customer within 7 working days

**We will**

- Pay you within the agreed time (30 days end of month)
- Supply you with branded clothing where applicable
- Supply you with business cards
- Supply you with branded paperwork
- Use you for any training leads that you pass onto us where possible

## 5) Acknowledgement of Terms & Supplement Documents

I acknowledge that I have received and have read and understood the following documents from The Training Societi:-	
Condition of Working on behalf of us (as above) <input type="checkbox"/> Code of Conduct <input type="checkbox"/> Terms & Conditions <input type="checkbox"/>	Health & Safety Policy <input type="checkbox"/> Environmental Policy <input type="checkbox"/>

Signed..... PRINT NAME..... DATE.....

## 6) Where to return the form

Please return this form by fax, email or post (details on footer) with:	
<b>Essential items</b>	<b>Only if applicable</b>
<ul style="list-style-type: none"> <li>• Your Valid First Aid Certificate <input type="checkbox"/></li> <li>• A copy of your Insurance <input type="checkbox"/></li> <li>• Copies of any Professional Qualifications <input type="checkbox"/></li> <li>• Your signed 'Code of Conduct' form <input type="checkbox"/></li> </ul>	<ul style="list-style-type: none"> <li>• Association Agreements for PASMA <input type="checkbox"/></li> <li>• CITB Site Safety Skills trainer form <input type="checkbox"/></li> </ul>