

Blackfriars Hall Accommodation: Contractor Vetting Form

This form must be completed by contractors and sub-contractors requesting authorisation to access our accommodation premises. Fob access will not be issued until all relevant sections are complete and relevant supporting documents are received.

Name of company:	Location/service details:				
Company registration number:	Date:				

SECTION 1: PERSONAL DETAILS (ALL CONTRACTORS)						
1. Legal name						
First name		Middle name		Surname		Gender
INDEPENDENT CONTRACTORS' FULL LEGAL NAME IS REQUIRED (AS LISTED ON PASSPORT OR PHOTO ID)						
Date of birth:		Place of birth:		Country:		
2. Proof of identification						
Type of identification (passport, drivers licence, etc.)		Number:		Issued by (country):		
3. Permanent residential address over last five years						
Current address	(Required)					
Previous address	(If applicable)					
SECTION 2: RIGHT TO WORK (INDEPENDENT CONTRACTORS ONLY)						
4. Citizenship/visa						
British Citizen? (Please select)	YES	Passport number				
	NO <i>(please provide the following)</i>	Nationality		Visa / permit type		Expiry date
I understand that these details will be held by Blackfriars on its departmental files and computer systems. I further understand that Blackfriars may use this information for the purposes of establishing my legal entitlement to work in the UK and for no other purpose.						
Independent contractor signature		Date				
SECTION 3: CRIMINAL HISTORY CHECK (INDEPENDENT CONTRACTORS ONLY)						
The information on this form may be used for obtaining a Disclosure and Barring Service Check (only if required under Blackfriars Hall's Safeguarding Policies) and/or for Blackfriars Hall's internal records where required at law. You consent to supplying the information to us, to the Hall Bursary, and a third party service provider for this purpose, where required.						
Independent contractor signature		Date				
SECTION 4: BLACKFRIARS HALL CODES OF PRACTICE AND RISK ASSESSMENTS (ALL CONTRACTORS)						
I confirm I have received Blackfriars Hall's policies, codes of practice, and any applicable risk assessments for contractors relating to the relevant services I am providing in Blackfriars Hall accommodation, including the Blackfriars Health and Safety Contractors Handbook. I agree to abide by all policies, regulations, and instructions provided to me by Blackfriars Hall. (Annexed: Blackfriars Hall Health and Safety Contractors Handbook)						
Signature (ALL CONTRACTORS)		Date				
SECTION 5: CONTRACT COMPANIES DECLARATION						
I (nominated officer) understand that employee above will be working independently in the homes of Blackfriars Hall's students. Our company affirms that our staff have been appropriately vetted and trained for working with potentially vulnerable young adults on a course of study and will respect their wellbeing and security. We have undertaken all relevant right to work and any applicable criminal records checks, and informed staff of Blackfriars Hall's health and safety expectations of contractors, including harassment/sexual harassment.						

APPLICATION CHECKLIST		BLACKFRIARS HALL OFFICE USE	
<u>Independent contractors</u>	<ul style="list-style-type: none"> • Complete Sections 1 to 4 • Provide ID / confirm RTW • Provide accreditations and RAMs. • Return signed contractors' handbook 	<u>Independent contractors</u>	<ul style="list-style-type: none"> • Verify ID / RTW • Unspent criminal convictions? • Store accreditations / RAMs
<u>Contract companies (nominated officer)</u>	<ul style="list-style-type: none"> • Complete Section 5 declaration • Ask staff members to complete Sections 1 and 4 and Contractors' Handbook 	<u>Contract companies (nominated officer)</u>	<ul style="list-style-type: none"> • Verify receipt of Section 5 declaration, • Contractors' Handbook • Any relevant local training completed • Receipt of accreditations/RAMs

	<ul style="list-style-type: none">• <i>Complete relevant staff training and provide certification/accreditation</i>	
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