**DHIVERSE Sessional Worker**

**Application and Agreement**

1. **Application**

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| Name |  | | | | Date of application | | |  |
| Address |  | | | | | | | |
| If you have worked for Dhiverse before, either on an employed or a sessional basis, please give the approximate dates. | | | | | |  | | |
| Email address |  | | | Phone number | |  | | |
| Next of kin and  contact number | |  | | | | | | |
| Do you have a full driving license? | |  | Do you have access to a car? | | | |  | |
| What days/times are you available to accept hours? | | | | | | | | |
| **Sessional work opportunities as advertised** | | | | | **Please tick which one you are applying for and where you saw it advertised** | | | |
| Education Facilitator (delivering sessions) | | | | |  | | | |
| Admin work | | | | |  | | | |
| Events organizer | | | | |  | | | |
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| **CV and cover letter**: We require a copy of your most recent CV and a cover letter explaining why you are interested in sessional work and why you believe you are the right person for this role.  Please tick to confirm these are attached to this application: | | | | | | | | |
| **Referees:** We require the name, contact details and relationship to you, of two referees that we can contact if you are accepted as a sessional worker. At least one referee should be your current or previous employer. Any offer of sessional hours will be subject to satisfactory references and DBS check and proof of eligibility to work in the UK. | | | | | | | | |
| **Referee 1**  Name:  Organisation:  Role:  Email:  Phone number:  Relationship to you: | | | **Referee 2**  Name:  Organisation:  Role:  Email:  Phone number:  Relationship to you: | | | | | |

1. **Terms and conditions:**
2. Dhiverse is not obliged to offer hours, and self-employed sessional workers are not obliged to accept if offered.
3. Under this arrangement self-employed sessional workers are not employed under a contract of employment and as such they are not entitled to redundancy pay, holiday pay or sickness pay.
4. Sessional workers are responsible for, where relevant, their own income tax, clinical supervision, related insurances, DBS check charge and national insurance. DHIVERSE cannot be held liable for any of these or other charges.
5. To be paid for the hours worked, and any agreed expenses incurred, the sessional worker will be required to submit a claim form to Dhiverse on completion of work.
6. Sessional workers are required to submit details of a recent DBS check or Dhiverse can organise this and invoice the worker for the cost.
7. The worker shall provide evidence of the following if required:

* Identification e.g. Passport
* A current DBS check
* Public Liability Insurance
* A recognised qualification
* Membership of a professional body
* Right to Work/UK Work Visa
* Safeguarding training undertaken in the last two years (Dhiverse can arrange this if necessary)

1. As a representative of Dhiverse, the worker will agree to work in line with all relevant Dhiverse policies and procedures and will sign our confidentiality agreement and read KCSIE 2024 if relevant to the work you will be undertaking.
2. When representing Dhiverse the worker will do so in a professional and positive manner.
3. All sessions will be sent out via email to our sessional workers, and sessions will be allocated on a ‘first come/first serve’ basis i.e. the first worker/s to accept via email. Once a worker has accepted a session they should give as much notice as possible if they are unable to deliver the session, remembering that although we accept that there may be occasions where workers need to cancel, last minute cancellations do reflect poorly on Dhiverse. In a situation where a worker needs to cancel at short notice they must call or text the staff member they report to.
4. If accepted as a self-employed sessional worker, this form along with CV / letter will be kept on file electronically for the duration that the worker is associated with Dhiverse.
5. If not accepted the form, CV and letter will be destroyed.
6. **Payments:**

Payment will be made via BACS on receipt of a claim form. Our cut-off is the mid-month for payment at the end of the month.

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| **Age of sessional worker** | **Hourly rate for delivery as of 1 April 2024** | **Hourly rate for travel time to and from sessions as of 1 April 2024** |
| **Age 18+** | £15.00 | £12 per hour |
| **Age 16-17** | £10.00 | £7 per hour |
| Mileage is paid at 0.45p per mile for car journeys. Claims for travel by public transport must be accompanied by a receipt. | | |

1. **Agreement**

I can confirm that the information I have provided on this form and in the attachments (where required) is true and accurate.

I have read, understand and agree with all the above and I will adhere to the terms and conditions if accepted as a self-employed sessional worker.

**Applicant’s signature: Date:**