

The Enchanted Forest Community Trust Contract Tender Form (Company and Self-Employed)

Part 1

Company Details

Role for Which you are Applying to Tender for Services:	
Company Name:	
Company Registration Number:	
Registered Company Address:	
Name of Company Representative Submitting Application:	
Contact Telephone Number:	
Contact Email Address:	
Number of Years Trading:	

Please tell us about the services that your business/company provides:

Working Relationship

Do you agree that you/your company will offer the services required on an independent basis and neither you nor your company will be deemed as an employee of EFCT?

Yes

No

If No, please detail below why you are of the belief that you will not be working on an independent basis.

Are you or your company registered with HMRC?

Yes

No

If Yes, please provide your Unique Tax Reference Number below:

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If No, please explain why you or your company have not registered with HMRC.

Sub-Contracting

Will you or do you anticipate that you will sub-contract any of the work outlined within the schedule of services document?

Yes

No

If Yes, please provide details below of the services that you anticipate that you will subcontract and the reasons why.

Please provide details of the person/company that you anticipate that you will subcontract the services to.

Conflict of Interest

Please detail below any personal or working relationships that you or your company have with any EFCT employee, contractor or member(s) of our Board of Trustees.

Please detail below any other work that you or your company may carry out that is similar to the work to be carried out within the schedule of services that may be considered or cause for a conflict of interest to arise?

Insurance

Do you or your company have Public Liability Insurance?

Yes

No

If Yes, please detail below the name of your insurance company and insurance policy number.

If No, please provide details below as to why you do not hold Public Liability Insurance

Do you or your company have Professional Indemnity Insurance?

Yes

No

If Yes, please detail below the name of your insurance company and insurance policy number.

If No, please provide details below as to why you do not hold Professional Liability Insurance

If your company employs staff, does your company have Employers Liability Insurance?

Yes

No

If Yes, please detail below the name of your insurance company and insurance policy number.

If No, please provide details below as to why you do not hold Employers Liability Insurance

Part 2

Suitability for the Post

Please refer to the person/job specification provided within the schedule of services and clearly detail how you believe that you or your company meet the criteria (*please continue on a separate sheet, if required*).

Criteria Reference	Your skills, qualities and experience against each of the person/job specification criteria
<p><i>Example E1</i></p>	<p><i>Example response: Example response: I/Our Company have/has [no] of years' experience in a [setting] which includes [example(s)].</i></p>

Further Information

Please use the space below to tell us why you or your company are applying for this role and any other information that you would like us to know to support your application (*please continue on a separate sheet, if required*).

Referees

Please provide below contact details for 2 organisations that you or your company have provided services to. Please note we reserve the right to request more than 2 references.

Referee 1

Name:	
Position:	
Company:	
Address:	
Postcode:	
Contact Telephone Number:	
Email Address:	
Do you give us permission to contact this referee?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Referee 2

Name:	
Position:	
Company):	
Address:	
Postcode:	
Contact Telephone Number:	
Email Address:	
Do you give us permission to contact this referee?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Interview Availability

Are you or your company available for interview at any time?

Yes

No

If No, please provide details of the dates where you would be unavailable to attend interview.

Advertisement of Services

Please tell us where you heard/saw this post advertised.

Declaration

I declare that the information given within this application is true and complete to the best of my/my company's knowledge. If any of this information given by me or my company within this application is or found to be untrue it is recognised that any Agreement for Services that may be entered into may be withdrawn or, the Agreement for Services terminated.

Signed on Behalf of Tenderer

Date