



## **Application for provisional registration Instructor (unqualified teacher)**

Please complete all relevant sections. Please use black ink and block capitals.

Forename:  Middle name(s):

Surname:

Title:  Gender (m/f):  Previous surname(s) if applicable:

Date of birth:       National Insurance number:

Teacher reference number:

**If you do not have a teacher reference number you must have Section 5 of this form completed by your employer.**

Please refer to the guidance notes for further details.

Home address:

Postcode:  Contact telephone number (including STD):

Email address:

## Employment details

If you need to be provisionally registered for future employment, please provide the date from which this employment will commence. Please note this start date must not be more than three months into the future.

Are you employed as an instructor at the moment?  Yes  No

If so, are you teaching full time or part time?  Full time  Part time

Date when you started your current teaching post (if applicable):

Date when your employment as an instructor ceased (if applicable):

If you are not currently teaching please go to part 3. For the purpose of registration with the Council we only record employment in England.

### Your current place of employment as an instructor

School name:

Address:

Postcode:  Local authority area:

If you would prefer us to contact you at your employment address rather than your home address, please put a cross in this box. Please do not use local authority or supply agency addresses.

**For other teaching posts please tick appropriate box. Please provide your local authority (LA area).**

LA supply:  LA non-supply:  LA area:  Other supply:

Please complete this form so that the General Teaching Council for England (the Council) can consider your suitability to be a provisionally registered instructor. Any false declaration will be considered by the Council under its regulatory procedures and may lead to the removal of your eligibility to register.

**You must answer all questions. Please tick either the Yes or No box.**

**If you answer yes to any question, please provide a separate document with a detailed, legible explanation that includes the sanction, date, reason and full identification of the authority, police force or court concerned. Return this additional document with the application form.**

1. Have you ever been the subject of a bar, partial bar, warning or other action by the Secretary of State or the Independent Safeguarding Authority in relation to working with children or misconduct?

Yes  No

2. Have you ever been convicted of a criminal offence including motoring offences or do you have any criminal charges/proceedings pending against you? (Note: you should include details of any police caution, reprimand, warning or penalty and bind over, but not include fixed penalty traffic offences and parking fines.)

Yes  No

3. Have you ever been subject to any disciplinary sanction by any other professional or regulatory body in this country or abroad or are you currently the subject of investigation by such a body? You need not include GTC England sanctions.

Yes  No

4. Is there a current employment disciplinary finding against you and/or are you currently the subject of an employer's disciplinary investigation?

Yes  No

5. Is there any other information the Council should know about which may have a bearing upon your suitability to register? (Note: As a registered teaching professional you will be responsible for upholding and promoting the standards of the profession as set out in the GTC Code of Conduct and Practice for Registered Teachers. Relevant information would include any involvement in activities which could bring the reputation of the profession into disrepute.)

Yes  No

### Declaration

I wish to apply for provisional registration as an instructor with the General Teaching Council for England. I declare that:

- all of the information I have provided on this form is complete and correct to the best of my knowledge and belief.
- I understand that the Council can refuse to register me if I have given false information or have withheld relevant details.
- I understand that the Council may contact me about the information in my application and seek further information from any relevant authority, police force or court.
- I understand that the Council will investigate allegations of misconduct against me that could call into question my registration.
- I agree to tell the Council as soon as reasonably practical about any changes to my personal details.

I understand that if I fail to tell the Council about any changes to the information in my application, the Council may consider this to be misconduct. I understand that as a registered teaching professional I am required to comply with the code of conduct and practice for registered teachers. A copy of the code can be seen at [www.gtce.org.uk/publications/pub\\_reg/](http://www.gtce.org.uk/publications/pub_reg/)

I understand that, as a registered teaching professional, I will be responsible for upholding and promoting the high standards of the teaching profession.

**Signature:**

**Date of signature:**

**Disability**

Put a x in the box to indicate whether or not you have a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day-to-day activities (Section 1(1) of the Disability Discrimination Act 1995)

Yes

No

This information will be used to estimate the number of registered teachers with disabilities, as defined by the Disability Discrimination Act 1995. If you are not sure whether you consider yourself disabled as defined by the Act, or need information, please contact the Equality and Human Rights Commission on 0845 604 6610 (phone), 0845 604 6630 (fax), 0845 604 6620 (textphone), or visit

[www.equalityhumanrights.com](http://www.equalityhumanrights.com)

**Ethnicity**

Please put a cross in one box to indicate your cultural background. This information will be used to estimate the number of registered teachers from different ethnic groups to enable the GTC to track and ensure equal opportunities for all teachers. This information is included as a matter of GTC policy and is recommended by the Equality and Human Rights Commission.

**White**

British

Irish

Any other white background

**Black, Black British**

Caribbean

African

Any other

**Asian, Asian British**

Indian

Pakistani

Bangladeshi

Any other

**Mixed**

White &amp; Black Caribbean

White &amp; Black African

White &amp; Asian

Any other

**Chinese, Chinese British or other ethnic background**

Chinese

Any other background

**Prefer not to state**

Put a cross here if you prefer not to state your ethnic group

**Employer endorsement**

I confirm that (please insert the full name of the applicant)

is employed as an instructor by (name of school/employer)

and that the relevant background checks required by the DCSF guidance 'Safeguarding Children and Safer Recruitment in Education' have been completed.

Signature:

Date:

Full name:

Signatory's teacher reference number:  
(where applicable)

Position:

School/Agency (include branch name):

**GTC USE ONLY**

Date of processing

Staff signature

# Guidance notes: about your application

## Do you need to register?

You must be provisionally registered with the GTC if you are employed to teach as an instructor (unqualified teacher) in a maintained school, a non-maintained special school or a pupil referral unit.

By 'teach' we mean:

- planning and preparing lessons and courses for pupils;
- delivering lessons to pupils; and
- assessing or reporting on the development, progress and attainment of pupils.

The requirement to register applies equally to those employed on a full-time, part-time or supply basis.

If you are employed as an instructor in other settings, it may be a requirement of your contract of employment that you are registered with the GTC. You should check this with your employer.

You are not classed as an instructor and do not need to be registered with the GTC if you are employed as a:

- higher level teaching assistant;
- teaching assistant; or
- cover supervisor.

## How to apply for registration

Complete and return the application form to:

### Registration Team

**The General Teaching Council for England**

**Victoria Square House**

**Victoria Square**

**Birmingham B2 4AJ**

For further information about registration or the GTC call 0370 001 0308. You can also visit our website at [www.gtce.org.uk](http://www.gtce.org.uk)  
Please allow up to 28 days for your registration application to be processed.

## What will happen next?

Once we have confirmed your eligibility we will process your application. If we are unable to process your application, we will contact you.

## Completing the form

Please complete all sections and refer to the guidance below if required.

### Section 1 - Personal details

If you do not have a teacher reference number (TRN) refer to Section 5 of the guidance below.

### Section 2 - Employment details

Please provide as much information about your employment as possible. If you are undertaking supply work, state the local authority (LA) area in which you are working.

### Section 3 - Declaration

Please follow the instructions provided in the declaration carefully answering all of the questions and signing and dating the form.

### Section 4 - Diversity

The information that you provide will be processed in accordance with the Data Protection Act 1998 and all other relevant legislation.

### Section 5 - Employer endorsement

If you do not have a TRN you must have this section completed by either your head teacher, if you are employed by a school, or if you are an agency employed supply teacher by an authorised signatory at the agency. If you do not have a TRN and are not currently employed or are about to take up employment please contact us on 0370 001 0308 for advice on confirming your identity.

## Checklist

Before returning your application, please ensure that you have provided the following information. We will be unable to process your application without this information.



All sections of the form completed



Supporting information for the declaration where needed



Supporting identification documents where needed



Signed the form

