



Application for provisional registration Overseas trained teacher

Please complete all 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 (TRN):

ISA number (see guidance):

Please state country where you trained as a teacher

If you do not have a teacher reference number you must have Section 5 of this form completed by the person or employer who undertook the required background checks on you. Please refer to the guidance notes for further details.

UK home contact address:

Postcode: Contact telephone number (including STD):

Email address:

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.

Details of employment in England

Have you ever worked in England as an OTT? Yes No If yes, what was your first date of employment?

The GTC cannot process your application without confirmation of your employment start date in England. If you are looking for your first teaching post please return your application **after** your first date of employment. You are permitted to teach for 28 days as long as you apply for registration during that period.

Are you currently employed as a teacher? Yes No Are you about to start a new teaching post? Yes No

(If you are not in a teaching post please refer to the guidance notes on the requirement to register)

Are you employed: Full time Part time Supply Employment start date:

Please provide the date you started your current teaching post or if you are starting a new post the date this employment will commence. Please note your start date must not be more than three months in the future.

Establishment details

School name:

Address:

Postcode: Local authority area:

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

LA supply: LA non-supply: (including self-employed) LA area: Agency supply:

For the purpose of registration with the Council, we only record employment in England.

Please complete this form so that the General Teaching Council for England (the Council) can consider your suitability to be a provisionally registered overseas trained teacher. 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 use the back of this page to provide a detailed, legible explanation that includes the sanction, date, reason and full identification of the authority, police force or court concerned. Attach any additional documents with the application form as required.

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, conditional discharge 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 overseas trained teacher 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/code

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 cross 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

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 help monitor 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

Other

Black, Black British

Caribbean

African

Other

Asian, Asian British

Indian

Pakistani

Bangladeshi

Other

Mixed

White & Black Caribbean

White & Black African

White & Asian

Other

Chinese, Chinese British or other ethnic background

Chinese

Other

Prefer not to state

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

Employer endorsement (only required if you do not have a TRN)

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

is employed as an overseas-trained teacher by (name of school/employer)

and that the information provided on this form to the best of my knowledge is correct 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):

School/Agency phone number:

Direct debit

Fee year

Our fee year runs from 1 April to 31 March. If you have taught or expect to teach during a fee year then you must pay the full registration fee for that particular year.

Income tax relief

You may be able to claim income tax relief on your registration fee.
There is an Inland Revenue income tax claim form on our website at www.gtce.org.uk/publications/tax_form/

How to pay

Fill in this form in CAPITAL LETTERS and black ink only, and please write only within the white boxes, as we will electronically scan the information you provide.

If you cancel your Direct Debit, please send a copy of your letter to your Bank or Building Society to us at the General Teaching Council for England, Victoria Square House, Victoria Square, Birmingham B2 4AJ.

Please detach this section and retain for your records

Direct Debit guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit The General Teaching Council for England will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request The General Teaching Council for England to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit by The General Teaching Council for England or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society
- If you receive a refund you are not entitled to, you must pay it back when The General Teaching Council for England asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

Instruction to your Bank or Building Society to pay by Direct Debit

Please fill in the form and send to
GTC, Victoria Square House, Victoria Square, Birmingham B2 4AJ



Name(s) of account holder(s):

Bank/Building Society
account number:

Sort code:

Name and full postal address of your Bank or Building Society

To:

Address:

Postcode:

Service user number:

6 7 0 3 6 7

Direct Debit reference:

Instruction to your Bank/Building Society.

Please pay the General Teaching Council for England Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with the General Teaching Council for England and if so, details will be passed electronically to my Bank/Building Society.

Signature(s):

Date:

DD MM YYYY

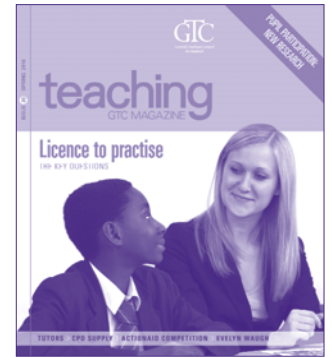
Banks and Building Societies may not accept Direct Debit instructions for some types of account.

Most registered teachers receive just four regular mailings a year: the annual fee mailing, and a termly magazine mailing, which includes a convenient amendment form and, from time to time, professional materials useful to your job. To choose this option you need to do nothing.

Some registered teachers choose just to receive our 'mandatory' mailings. These relate to your registration - such as your annual fee notice and change of details forms - and certain others, for example those relating to the Code of Conduct and Practice for Registered Teachers. Others supplement the mandatory mailings by receiving the magazine and professional materials by email.

To customise which mailings you receive, visit www.gtce.org.uk and log into your profile with your username and password.

If you do not already have a username and password click on 'new user?' in the teacher login section of the homepage to create a login profile.



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 overseas-trained teacher (OTT) without qualified teacher status in a maintained school, a non-maintained special school.

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 OTT 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.

An OTT is a teacher qualified in a country outside of the UK. As an OTT you can work for up to four years as an unqualified teacher in schools in England without the need to gain QTS.

The four year period begins on the day you commence a teaching post and expires four calendar years later. It is not based on four years of service (eg if you commence work in year one and then take a break of two years, you will be entitled to work for one more year, not three more years). Your provisional registration as an OTT will automatically cease once the four years have passed.

If you wish to gain QTS via an employment based programme you must have **completed** your training and have been awarded QTS by the end of the four year period.

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 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.

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.

Independent Safeguarding Authority (ISA)

If you are already registered with the ISA you must provide your ISA number in the space provided. It will be a requirement for all teachers to be registered with the ISA by October 2014 although you should check with your employer when the requirement will affect you as there is a staged roll-out.

Section 2 - Employment details

Please provide as much information about your employment as possible. You must provide the date you first commenced employment as an OTT or the date you will take up your first post as an OTT. Without this information we cannot complete your registration. 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



Date started employment as an OTT (section 2)

Circumstances for Yes replies to questions 1 to 5 overleaf

For each Yes answer, please provide a detailed, legible account of the circumstances that includes the sanction, date, reason and full identification of the authority, police force or court concerned.

If you need more space, please attach and sign an additional sheet.

Question 1

Question 2

Question 3

Question 4

Question 5

GTC USE ONLY	
Date of processing	Staff signature
Sap code	