

# Employer Enquiry Form

## Multiple Requests for an Employer Print



General Teaching Council  
for England

### Sections A, B and C to be completed by employers and prospective employers.

To be used in conjunction with the General Teaching Council for England (GTC(E)) document: *Guidance to employers and prospective employers in England requesting information from the Register of Teachers.*

#### A: Details of Employer (all fields are mandatory unless otherwise indicated\*)

Name/Address of Organisation (for despatch of print)

Postcode:

Telephone number

Employer code -for schools, supply agencies & LEAs (\*not a diocesan authority or Ministry of Defence).

Employer / organisation stamp

Please tick one of the following boxes to indicate which type of organisation you are:

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> LEA as employer               | <input type="checkbox"/> maintained school or non-maintained special school | <input type="checkbox"/> diocesan authority  | <input checked="" type="checkbox"/> institute of further education |
| <input type="checkbox"/> institute of higher education | <input type="checkbox"/> independent school                                 | <input type="checkbox"/> Ministry of Defence | <input type="checkbox"/> supply agency                             |

#### B: Details of Teacher: – Please give details of teachers on page two of this document (complete all fields)

#### C: Declaration:

On behalf of the employer stated at part A, I request the GTC(E) to supply information relating to the teachers referred to in part B on page 2 of this document (and any continuation sheets).

I confirm that I am duly authorised by the employer to make this request, and that the information regarding the teacher is required solely for the reasons relating to the person's employment or prospective employment as a teacher and that it will only be used for this purpose.

I will not disclose the information supplied by the GTC(E) to any person other than the teacher or person to whom the information relates.

(Employer) Signature

Name

Position held

Date

Please post completed forms to:

**Registration Helpdesk, The General Teaching Council, Victoria Square House, Victoria Square, Birmingham B2 4AJ.**

**The GTC(E) reserves the right to seek further information from the employer prior to processing the request.**

**For further information please contact the Registration Helpdesk on: 0870 001 0308**

#### D: Notes

1. The GTC(E) will check their records and indicate whether each teacher is/is not registered with the GTC(E) as at the date the form is signed by a member of GTC(E) staff.
2. The GTC(E) will provide a full employer print for each of the teachers listed in part B page 2 (and continuation sheets).
3. If you require confirmation of registrations only, please complete the EA2(a)Part 1 and EA2(a)Part 2 Employer Enquiry Forms (multiple requests for confirmation of registration only).
4. The GTC(E) will indicate next to each teacher where, according to our records, the teacher is not currently registered with the GTC(E) but has made an application for registration, which is being processed. We will still include a full employer print for that teacher.
5. The GTC(E) will indicate where we have been unable to trace a record on the GTC(E) database. Please check that the teacher's details are correct and re-submit the form.
6. For those teachers who are not registered, please refer to the section "Why a teacher may not be registered" in the Guidance to Employers document.

# Employer Enquiry Form - multiple requests Part B: Details of teachers (complete all fields)

I require a full employer print for each teacher listed from numbers  to

Please continue on next sheet(s) if you are enquiring about more than 20 teachers. Please record the total number of teacher enquiries in the option above.

To be completed by the employer: ALL FIELDS MANDATORY					To be completed by the GTC(E)				
DfES/TRN Reference Number (7 Digits)	Surname	Forename(s)	Previous name(s) (if applicable)	Date of Birth	Is this teacher registered? (see note 1 of page 1)		Employer Print produced. (see note 2 of page 1)	Application form being processed (see note 4 of page 1)	Unable to trace the teacher. (see note 5 of page 1)
XXXXXXXX				DD/MM/YYYY	YES	NO			
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									
15.									
16.									
17.									
18.									

**Part E To be completed by GTC(E)**

Signature of GTC(E) employee ..... Date ..... Number of prints required on this sheet.....

To be completed by the employer: ALL FIELDS MANDATORY					To be completed by the GTC(E)				
DfES/TRN Reference Number (7 Digits)	Surname	Forename(s)	Previous name(s) (if applicable)	Date of Birth	Is this teacher registered? (see note 1 of page 1)		Employer Print produced. (see note 2 of page 1)	Application form being processed (see note 4 of page 1)	Unable to trace the teacher. (see note 5 of page 1)
XXXXXXXX				DD/MM/YYYY	YES	NO			
19.									
20.									
21.									
22.									
23.									
24.									
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42.									
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44.									
45.									

**Part E To be completed by GTC(E)**

Signature of GTC(E) employee ..... Date ..... Number of prints required on this sheet.....

To be completed by the employer: ALL FIELDS MANDATORY					To be completed by the GTC(E)				
DfES/TRN Reference Number (7 Digits)	Surname	Forename(s)	Previous name(s) (if applicable)	Date of Birth	Is this teacher registered? (see note 1 of page 1)		Employer Print produced. (see note 2 of page 1)	Application form being processed (see note 4 of page 1)	Unable to trace the teacher. (see note 5 of page 1)
					YES	NO			
XXXXXXX				DD/MM/YYYY					
46.									
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70.									

**Part E To be completed by GTC(E)**

Signature of GTC(E) employee ..... Date ..... Number of prints required on this sheet.....

## Notes

**These forms are for print requests only. If you require a registration check please email [employeraccess@gtce](mailto:employeraccess@gtce) for the appropriate spreadsheet.**

If you are a school please note that we are only able to provide a full employer print for enquiries received from Foundation, Voluntary Aided, Independent Schools or schools that administer their own payroll.

If you do not fall into one of these categories you are able to request registration only checks from us direct. Please email the employer team for the appropriate spreadsheet. If you require more comprehensive information for a teacher please ask your LA to submit an employer enquiry form to us on your behalf and request they forward any subsequent response back to the school. Alternatively all local authorities now have direct online access to the GTC register via a secure web site. They may be willing to provide more comprehensive teacher information to you directly, without recourse to ourselves.

Please complete all forms fully and correctly. Forms must be returned to the GTCE by post, in order for prints to be issued.

- The form must be stamped – if you do not have a stamp, you can attach a compliments slip or letter-headed paper to the form.
- We require an employer code. In the case of LEA's and schools, the employer code is the LEA or school code allocated by the DfES. In the case of Agencies, the Employer code used to be issued by Teachers Misconduct (a two or three digit number) and is now issued by the Crime Records Bureau – 0870 9090 811- they now issue an eleven digit registered body reference number.
- The name/position and original signature section must be filled in by the same person. The signature must be the employers (ie.you) and it must be an original signature, not a photocopy.

Prints will not be issued if all of the sections outlined above are not completed.

Please photocopy the forms for future enquiries.

If you have any further enquiries regarding the employer access process, please contact the Employer Team on 0800 01 48 23. Alternatively you can email us at: [employeraccess@gtce.org.uk](mailto:employeraccess@gtce.org.uk) .

**Part E To be completed by GTC(E)**

Signature of GTC(E) employee ..... Date ..... Number of prints required on this sheet.....