

Application for Professional Registration for Fully Registered Teachers

THE GENERAL
TEACHING COUNCIL
FOR SCOTLAND



Application Pack Contents and Guidance

IMPORTANT:

You must submit all the required documentation at the same time as your application form. Failure to do this will result in your application being closed and you will be required to submit a new application for registration.

Please **DO NOT** send originals- **PHOTOCOPIES ONLY**

No responsibility can be taken for original documents which go missing in the postal system.

Application Checklist	Checklist
1. Completed application form.	
2. Documentary evidence (i.e degree transcript/module certificate) of relevant academic/professional qualifications (where applicable).	
3. Evidence of completion of foreign residency requirement (applications for registration in Modern Foreign Languages only).	
4. Nomination of referees- by nominating your referees you are acknowledging that GTC Scotland will contact them directly upon receipt of your application. It is your responsibility to ensure that your referees are willing to provide a report in support of your application.	
5. I confirm that I have read the requirements for Professional Recognition/Registration and the application guidance on http://www.gtcs.org.uk/registration/professional-registration.aspx .	

Please use black ink and write in capital letters throughout.

Date Recieved

Registration Number

Personal Details

Surname

Title

Dr / Mr / Mrs / Ms / Miss

Forename(s)

Gender

Male / Female

Registration Number

Address

Town

Postcode

Date of Birth

(DD/MM/YYYY)

NI No. (if known)

Contact Tel No.

Mobile Tel. No.

Email Address

Category for which registration is sought:

Primary

Secondary

Subject

School

Local Authority

Headteacher

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Assessor

Professional Registration Offered

Y / N

Current Category

New Category

Date of Full Reg

Full/Provisional

Eligible

Y / N

No. Days Probation

Relevant Qualifications

Title of Qualification

Name of University/College

Date Awarded

List here the subjects studied within the degree or other course, in which examinations were passed (use a separate sheet if necessary):

Subject	Year(s)	Subject	Year(s)

Relevant Professional Experience

School/College/Other (address)	Subjects Taught	Dates of Service

Relevant Professional Experience Continued

School/College/Other (address)	Subjects Taught	Dates of Service

Referees

You **must** nominate a referee from your **current or most recent teaching post** as part of your application for registration. If you have additional teaching experience/service **relevant to the subject/sector you are applying for Professional Registration in** at another school you may provide the contact details of additional referees.

Current/Most Recent School Reference

Name:

Position:

Tel.No.:

Email:

Relevant Additional Reference

Name:

Position:

Tel.No.:

Email:

Current/Most Recent School Reference Address

Relevant Additional Reference Address

Please tick this box to indicate that you are aware your referees will be contacted directly by GTCS upon receipt of your application, that the contact details are accurate and that your referee is expecting to be contacted.

1 DATA PROTECTION NOTICE

We believe it is very important to respect your privacy and keep your personal information secure. To see how we use your information, please read our privacy policy on our website (www.gtcs.org.uk) or ask us for a printed copy.

2 DECLARATION

- I confirm to the best of my knowledge and belief that the information and documentation that I have given in my application for registration is true, complete and accurate.
- I understand that if any part of my application is found to be fraudulent, The General Teaching Council for Scotland (GTC Scotland) may withhold or remove my registration and/or report the matter to the police.
- I consent to GTC Scotland contacting any person (in the UK or overseas) to gather further information or verify the information that I have provided and establish my fitness to teach. I understand that this means that GTC Scotland may need to pass personal information to any person so contacted. Where a person is approached, I consent to them providing GTC Scotland with any information requested.
- I confirm that I have read GTC Scotland's privacy policy and understand that GTC Scotland may process my personal information in the ways set out in that policy.
- I confirm that I have read the requirements for Professional Recognition/Registration and the application guidance on <http://www.gtcs.org.uk/registration/professional-registration.aspx>.
- I declare that if my application for professional registration is successful, I will comply with all applicable rules, codes and standards that GTC Scotland may set from time to time, including those relating to conduct and professional competence.

Signature

Date