

Application for Registration for College Lecturers Qualified Inside of Scotland

THE GENERAL
TEACHING COUNCIL
FOR SCOTLAND



Application Form

IMPORTANT:

You must submit all the required documentation at the same time as your application form. Failure to do so will result in your application being closed.

Please send photocopies only. We cannot always return original documentation.

Application Checklist	Checklist
1. Completed application form	
2. Teaching qualification (TQ) certificate	
3. Official documentation from the Teacher Education Institute confirming subject(s) covered by TQ (if not stated on TQ certificate)	
4. Overseas criminal record check (if you were born overseas and lived there until adulthood or have spent more than 3 months living outside the UK in the last 10 years)	
5. Documentation in support of a name change (if applicable)	
6. Birth certificate	
7. Personal details page of passport	

Membership Number

Registration Number

Date Application Received

Processing Fee Received

1. Personal Details

Surname

Title

Dr / Mr / Mrs / Ms / Miss

Forename(s)

Other

Former Surname

Gender

(if applicable)

Date of Birth

National Insurance Number (if known)

D D M M Y Y Y Y

Address

Town

County

Postcode

Country

Contact Tel. No

Mobile Tel. No

Email

FOR OFFICE USE ONLY

Assessor

Registration offered

Y / N

Full/Provisional

Provisional (number of days)

Checked by

Checker Signature

Final Decision

4. Referees

You are required to nominate an appropriate referee who can comment on your current/most recent teaching service. **Important:** We are only able to accept professional references on teaching service given during the **last five years**. If your most recent teaching service was given more than five years ago you should nominate a character referee instead.

If you have held more than one teaching post during the last five years and any of this service has relevant to your teaching qualification – e.g. if you have a TQ in (Further Education) Mathematics and Numeracy and you were teaching Mathematics in a Further Education College – you may nominate additional referees to comment on this service. Please attach their details on a separate sheet of paper. It may be possible for this service to be considered towards the probationary period in Scotland.

Professional referees must be senior members of staff at the college/institution, able to comment on your teaching service. NB we normally require reference forms to be countersigned by the Principal.

Professional Referee

Name

Position

Tel. No

Email

Character Referee

Name

Relationship

Tel. No.

Email

School name and address

Character name and address

Please tick this box to confirm: that you are aware your referees will be contacted directly by GTC Scotland upon receipt of your application; that the referee contact details provided are accurate; and your referee is expecting to be contacted.

5. Protection of Vulnerable Groups (PVG) Scheme Membership

Are you a member of the PVG scheme?

Yes

No

Date of joining scheme

PVG Membership number

Is your PVG Scheme Membership for work with

Children

Adults

6. Fitness to Teach

Section A – Convictions

Have you ever been convicted of an offence in any court (including a military court/tribunal) in the UK or another country? Please note that you must declare any conviction (spent or unspent and including road traffic offences) regardless of how long ago it occurred.

Yes No If yes please give details below

Conviction	Date	Outcome

Section B – Proceedings Pending

Are you currently the subject of a criminal/police/military investigation or are you pending court/tribunal proceedings for an offence in the UK or another country?

Yes No If yes please give details below

Conviction	Date	Outcome

Section C – Other Matters

Have you ever been:

- informed that you are barred or disqualified from working in any way with children or vulnerable adults in the UK or another country?
- the subject of any investigation or proceedings concerning your fitness to practise by any regulatory, licensing or similar body in the UK or another country or are any such proceedings pending?
- the subject of disciplinary action by an employer or a university/college?

Yes No If yes please give details below

Are you aware of any aspect of your conduct that might raise a question about your fitness to teach?

Yes No If yes please give details below

Details	Date	Outcome

Section D – Overseas Residence

If you:

- were born overseas and lived overseas until adulthood; or
- have spent a continuous period of 3 months or more outside the UK in the last 10 years,

please provide details of this overseas residence below

Country	Date from	Date to

9. 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.

11. 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 agree to my application to join the Protecting Vulnerable Groups Scheme being submitted by GTC Scotland on my behalf.
- 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 declare that if my application for 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

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DISABILITY

A disability is broadly considered to be a physical or mental impairment or long term health condition which has a substantial and long term adverse affect on your ability to carry out normal day to day activities. In general, normal day to day activities are things people do on a regular or daily basis such as shopping, reading and writing, having a conversation or using the telephone, carrying out household tasks or walking and travelling by various forms of transport.

Do you consider yourself to have a disability?

Yes

No

Please return this application form to:

Registration
GTC Scotland
Clerwood House
96 Clermiston Road
EDINBURGH
EH12 6UT

Or

Registration@gtcs.org.uk