

# Application for Registration for Further Education Lecturers Qualified Inside 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. 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)	
4. Documentation in support of a name change (if applicable)	
5. Birth certificate	
6. Personal details page of passport	

Membership Number  
  
Date Application Received

Registration Number  
  
Processing Fee Received

## 1. Personal Details

Surname	<input type="text"/>	Title	<input type="text" value="Dr / Mr / Mrs / Ms / Miss"/>
Forename(s)	<input type="text"/>	Other	<input type="text"/>
Former Surname (if applicable)	<input type="text"/>	Gender	<input type="text"/>

Date of Birth	<input type="text"/>	National Insurance Number (if known)	<input type="text"/>
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
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Address	<input type="text"/>		
Town	<input type="text"/>		
County	<input type="text"/>		
Postcode	<input type="text"/>	Country	<input type="text"/>
Contact Tel. No	<input type="text"/>	Mobile Tel. No	<input type="text"/>
Email	<input type="text"/>		

### FOR OFFICE USE ONLY

Assessor	<input type="text"/>	Registration offered	<input type="text" value="Y / N"/>
Full/Provisional	<input type="text"/>	Provisional (number of days)	<input type="text"/>
Checked by	<input type="text"/>	Checker Signature	<input type="text"/>
<b>Final Decision</b>	<input type="text"/>		



## 4. Referees

You are required to nominate an appropriate referee who can comment on your current/most recent teaching service. If your most recent teaching service was given more than five years ago you should also nominate a character referee.

If you have held more than one teaching post and any of this service was given in a Further Education College setting 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 service requirement.

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	

College 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

To be registered with GTC Scotland you have to be a member of the Protection of Vulnerable Groups (PVG) Scheme. For further information visit [www.gtcs.org.uk/pvg-scheme-overseas-checks.aspx](http://www.gtcs.org.uk/pvg-scheme-overseas-checks.aspx). As part of the registration process GTC Scotland will receive information from Disclosure Scotland about your convictions and any prescribed court orders and sex offender notification requirements. Not all convictions will be disclosed to GTC Scotland. Please note that some convictions still must be disclosed by you and will be disclosed by Disclosure Scotland even though they are spent in terms of the Rehabilitation of Offenders Act 1974 (exclusions and exceptions) (Scotland) Order 2013 as amended. For further information visit: [www.gtcs.org.uk/fitness-to-teach/criminal-convictions.aspx](http://www.gtcs.org.uk/fitness-to-teach/criminal-convictions.aspx)

If you would like to tell us more about a conviction, or other information that will be disclosed to GTC Scotland by Disclosure Scotland please complete the box below:

### Section B – Current investigation or proceedings

Are you currently the subject of a criminal, professional regulatory or employer disciplinary investigation or are there court, tribunal, regulatory or disciplinary proceedings pending against you?

Yes  No

If yes tell us more about the current investigation or proceeding, including the behaviour which led to the investigation or proceedings in the box below.

### Section C – Good character and conduct

Have you ever been:

- barred or disqualified from working with, or having contact with, children or vulnerable adults in the UK or elsewhere?
- the subject of an investigation or had regulatory or disciplinary proceedings taken against you by a professional regulator, employer, teacher education institution or other university or similar? and

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

Yes  No If yes tell us more in the box below:

## Section D – Proceedings overseas

If you have spent time (3 months or more in a single period) out with the United Kingdom during the last 10 years, you should obtain a Certificate of Good Conduct (overseas police check) confirming that you do not have a criminal record from the country. A useful link is [www.canadavisa.com](http://www.canadavisa.com) - although this website is called CanadaVisa it lists all countries and provides addresses, e-mail and contact telephone numbers to help you obtain an overseas police check.

We will require a national police check from the specific country (e.g. FBI check for USA or RCMP checks for Canada). If this applies to you, you **must** obtain this document before you submit your application.

Countries resident in last 10 years.

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](http://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

## Equality Monitoring Form

GTC Scotland promotes equality and diversity because we respect and value difference. We want to ensure that our policies and procedures are free from discrimination and equality monitoring information helps us to do this. We hope you will help us by completing this form but please be aware that doing so is entirely voluntary – any information provided will be removed from your application and will not form any part of the assessment process.

### ETHNIC GROUP

Choose ONE section from A to E, then tick ONE box which best describes your ethnic group or background.

#### A White

- Scottish
- Other British
  - English
  - Welsh
  - Other, please specify
- Irish
- Any other white background, please specify

#### B Mixed

- Any mixed background, please specify

#### C Asian, Asian Scottish, Asian English, Asian Welsh or other Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background, please specify

#### D Black, Black Scottish, Black English, Black Welsh or other Black British

- Caribbean
- African
- Any other Black background, please specify

#### E Other Ethnic Background

- Any other background, please specify

## 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