 

**NQT Registration Form**

Please return FULLY COMPLETED form to:

Karen Hartshorne: Schools Workforce Development PO Box 634, S70 9GG.

Tel: 01226 773504

Email: [karenhartshorne@barnsley.gov.uk](mailto:karenhartshorne@barnsley.gov.uk)

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| **School/Academy:** | | DfE School/Institution No. |
|  | |  |
| ***Employee Information*** |  | |
| Full Name of NQT | Mr / Mrs / Ms / Miss | |
| Date of Birth: |  | |
| NQT Home Address |  | |
| Telephone Number: |  | |
| Email address of NQT: |  | |
| TRN *(Teacher Reference Number)* ***if not available at time of registration please email above on receipt****:* |  | |
| National Insurance Number: |  | |

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| --- | --- |
| Starting date: *i.e. Date Induction post commences* |  |

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| --- | --- | --- | --- | --- |
| Age Ranges Taught:  (please tick ✓) | Primary – please indicate what Year Group(s) is being taught: | KS3 | KS4 | KS5 |

|  |  |
| --- | --- |
| Main Subject Specialism (Secondary only): |  |

|  |  |
| --- | --- |
| Name of School Induction Tutor:  QTS: Yes/No\* QTLS: Yes/No\*  \* Delete as appropriate | School Induction Tutor email: |

|  |  |  |
| --- | --- | --- |
| Contract Details:  (please tick ✓)  Employed on supply basis YES/NO  Employed through a Supply  Agency YES/NO | PERMANENT: | |
| **1 Term**  **2 Terms**  **1 Year**  TEMPORARY:  (please specify  length of time) | |
| FULL TIME: | PART TIME:  (please specify proportion  of week) |

|  |  |
| --- | --- |
| Has the NQT completed any period(s) of induction elsewhere before gaining employment within your school?  (please tick ✓) | Yes No  If YES, please forward copies of assessment forms and confirm start/end dates and number of terms completed |

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| **Initial Teacher Training Institution Attended** |  | |
| **Date of Obtaining Qualified Teacher Status:**  This information **must** be obtained from the QTS certificate**. It is the responsibility of the school to ensure that the QTS certificate has been seen. *Induction cannot begin until QTS has been awarded.*** | |  |
| **Have you applied for a CRB check for your NQT? Yes /No** | | |

#### PLEASE NOTE:

#### We cannot process this form until we have all the relevant information.

Incomplete forms may be returned and therefore result in a delay in the registration process.

On receipt of the registration form the Service Level Agreement will be activated. A copy of this can be found on the Schools Workforce Website at:

[www.barnsley.gov.uk/schoolsworkforce](http://www.barnsley.gov.uk/schoolsworkforce)

**Signed (Head teacher/Principal): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**