 

**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

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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* |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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/NOEmployed through a SupplyAgency YES/NO | PERMANENT: |
|  **1 Term****2 Terms****1 Year**TEMPORARY:(please specifylength 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 NoIf YES, please forward copies of assessment forms and confirm start/end dates and number of terms completed |

|  |  |
| --- | --- |
| **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**