

# Employer Enquiry Form



General Teaching Council  
for England

**Parts A and B to be completed by employers and prospective employers.**

To be used in conjunction with the General Teaching Council for England (GTC(E)) document *Guidance to employers and prospective employers in England requesting information from the Register of Teachers*

**Part A: Details of Employer (all fields are mandatory unless otherwise indicated\*)**

Name/Address of Organisation (for despatch of print)		Telephone number
The Teaching Supply Agency Ltd. 2 Milbanke Court Milbanke Way Bracknell Berkshire RG12 1RP		01344 482708
Please tick one of the following boxes to indicate which type of organisation you are:		*Employer code (for schools, supply agencies & LEAs) not a diocesan authority or Ministry of Defence.
<input type="checkbox"/> LEA as employer <input type="checkbox"/> maintained school or non-maintained special school <input type="checkbox"/> diocesan authority <input type="checkbox"/> institute of further education <input type="checkbox"/> institute of higher education <input type="checkbox"/> independent school <input type="checkbox"/> Ministry of Defence <input checked="" type="checkbox"/> supply agency		Employer / organisation stamp

**Part B: Details of Teacher (all fields are mandatory)**

DfES reference number (7 digits)	On behalf of the employer stated at part A, I request the GTC(E) to supply information relating to the teacher referred to in part B. I confirm that I am duly authorised by the employer to make this request, and that the information regarding the teacher is required solely for the reasons relating to the person's employment or prospective employment as a teacher and that it will only be used for this purpose.  I will not disclose the information supplied by the GTC(E) to any person other than the teacher or person to whom the information relates  Signature _____ Date _____  Name _____  Position held _____  Please post completed forms to: <b>Registration Helpdesk, The General Teaching Council</b> Victoria Square House, Victoria Square, Birmingham B2 4AJ
# RP [ ][ ][ ][ ][ ][ ][ ]	
# Surname _____	
# Forename (s) _____	
# Previous Name (s) (if applicable) _____	
# Date of Birth [ ][ ][ ][ ][ ][ ][ ][ ]	
For further information please contact the Registration Helpdesk on: 0870 001 0308	

The GTC(E) reserve the right to seek further information from the employer prior to processing the request.

**Part C: GTC Reply (to be completed by GTC(E) only)**

<input type="checkbox"/>	According to our records the above named teacher is/is not registered with the GTC(E) as at date below. Please refer to the attached employer print for further details regarding this teacher
<input type="checkbox"/>	According to our records the above named teacher is not currently registered with the GTC(E) but on _____ made an application for registration, which is currently being processed. Please refer to the attached employer print for further details regarding this teacher.
<input type="checkbox"/>	We have not been able to trace a record on the GTC(E) database for the above named teacher. Please check that the teacher's details are correct and re-submit the form.
Signature of GTC(E) employee	Date
_____	_____