



COURSE: **RETURN TO TEACHING**

Venue: \_\_\_\_\_

Start Date: \_\_\_\_\_

Please attach a passport size photograph.

When completed this form should be returned to:  
EM Direct, EM Centre for Learning, Litton House, Londonthorpe Road, Grantham NG31 9SN  
Tel: 01476 512780 Fax: 01476 512781 Email: [enquiries@emdirect.co.uk](mailto:enquiries@emdirect.co.uk)

**Q1. Name**

Surname/Family name		<b>Title</b> Mr/Mrs/Miss/Ms/Dr
Forename/s		
Previous surnames		
Date of birth (dd/mm/yy)	Female	Male

**Q2. Permanent Address (for correspondence)**

	Postcode
Tel (home)	Tel (mobile)

**Q3. Return to Teaching Reference Number (obtainable from the TDA's RTT Service)**

**Q4. GTCE Reference Number (formerly DfES No)**

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**Q5. E-mail address**

Please provide a secure e-mail address that is accessed only by yourself. This should be either an institutional one or a secure private.

**Q6. Next of Kin**

Name	Contact Tel No
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**Q7. Teaching phase (please ✓)**

Early years (0-5)       Primary (5-11)       Secondary (11-19)

Preferred age range       Subject for Secondary Teachers

**Q8. Qualifications**

Please give details of your HE qualifications obtained to date including any teaching qualifications e.g: Cert Ed, BEd, PGCE, etc.

Graduate Status (if appropriate)			Date(s) of award(s)	For office use only Original seen
1. BA/BSc	Class/Hons	Subject/Title		
2. Other Degrees				
Awarding Body (name of University)				
Teaching Status		QTS qualification (Cert Ed, PGCE, GTP)		
Awarding body				
Age range and/or subject qualified to teach				

If the above is NOT your HIGHEST HE qualification, please give details			For office use only Original seen
Qualification	Institution	Date of Award	

**Q9. How many years teaching experience do you have as a Qualified Teacher in England?**

.....Yrs
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**Q10. Details of previous teaching experience**

Name and addresses of schools (continue on separate sheet if necessary)	FT/PT	From	To

**Q11. Details of other employment/experience**

Name and type of employment or experience (include any voluntary activities, career breaks, etc., continue on separate sheet if necessary)	FT/PT	From	To

**Q12. Return to teaching application**

To complete your application we require you to write, in not more than 500 words, a statement covering the following points:

1. Your experience of teaching and your personal strengths in this role (c 150).
2. Indicate your experience outside teaching, identifying the transferable skills which will enhance your return. Also state why it is now the right moment for you to return (c 250).
3. Note up to 3 areas of development which you hope to achieve through completing the Return to Teaching course (c 75).
4. State your desired outcomes from the course and the type of role you seek as a teacher (c 25).

Please also bring a copy of this statement with you to Day 1 of the course.

**Criminal Convictions**

As you will be working with children, you are exempt from the 1974 Rehabilitation of Offenders Act. We must know of ANY criminal convictions you have (other than motoring offences). Please give dates and details or state NONE if you have no convictions. An Enhanced Disclosure will be applied for from the Criminal Records Bureau. (If you are already in possession of an Enhanced Disclosure or a Police Clearance Certificate obtained within the last six months, please provide a copy as this may be acceptable and a new Disclosure may not be required).

Give details or state NONE here		
	Date of CRB	For office use only <b>Original seen</b>
CRB check – Enhanced Disclosure		

**Applicant Declaration**

I declare that the information provided in support of my application for the Return to Teaching Course with EM Direct is accurate and complete to the best of my knowledge, and I understand that to provide false or misleading information may render my application invalid. In addition, by signing this application form, I am aware that should I obtain any criminal convictions at any point following my initial application until completion of the course, I will inform EM Direct of the situation immediately. I accept and understand that failure to do so may lead to my dismissal from the course. I agree to read and abide by the Learning Agreement of EM Direct and the processing my personal information in accordance with the Data Protection Act 1998 for the purposes of normal EM Direct business.

<b>Applicant's Signature:</b>	<b>Date:</b>
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