



Notice of Intention to Apply for Limited Registration (Form 1)



This form is to notify the Teacher Registration Board of Western Australia (TRBWA) that an application for Limited Registration is going to be made within 5 days and where a teacher is required to teach immediately.

If a teacher is required to teach prior to an *Application for Limited Registration* (Application) being granted, a *Notice of Intention to Apply for Limited Registration* (Notice) may be lodged with the TRBWA.

The lodgement of an Application forms the second part of a process if a *Notice* was lodged with the TRBWA. The *Application* must be made to the TRBWA within 5 days of the *Notice* being lodged.

If this process is followed, the grant of registration is backdated to the date the *Notice* was lodged with the TRBWA.

Failure to make an *Application* within 5 days may lead to an offence being committed by the **Applicant** and the **Nominee** under the *Teacher Registration Act 2012* (Act) sections 6 and 7.

- a person must not teach in an educational venue unless the person is a registered teacher; and
- a person must not appoint, employ, engage or give permission to another person to teach in an educational venue unless the other person is a registered teacher.

Information about completing and submitting a Notice of Intention to Apply for Limited Registration

Nominee: A 'nominee' is a person who satisfies the statutory requirements for limited registration and has been offered a teaching position. The person responsible for completing and submitting this form is the employer or a delegate who is authorised to hire teaching staff.

Applicant: The employer The employer will usually be the Department of Education, the Catholic Education Office or the school's governing body

- In cases where a nominee is required to teach prior to the grant of registration, an applicant must lodge this *Notice of Intention to Apply for Limited Registration* with the TRBWA.
- A nominee may commence teaching on the same day the notice is lodged at the TRBWA and is strictly conditional an *Application* being made within 5 days of the *Notice*.
- Failure to submit the *Application* to the TRBWA within 5 working days will render the teaching unlawful and the nominee must cease teaching immediately. If the application is not submitted within the 5 days the employer (applicant) and nominated teacher (nominee) may be prosecuted under the Act sections 6 and 7.

To ensure the TRBWA receives this *Notice* and the page headed Nominee personal details on or before the day the nominee commences teaching, you should choose one of the delivery options below and telephone the TRBWA on (08) 9230 0600 (or 1300 652 911 for regional callers) to check receipt:

- Hand deliver or courier to:
Teacher Registration Board of Western Australia
Unit 4, 398 Great Eastern Highway
Ascot WA 6104
- Fax to: (08) 9479 4004
- Scan and email to: info@trb.wa.gov.au

This *Notice* can only be used for one 'nominee'. A nominee is a person who satisfies the statutory requirements for limited registration and has been offered a teaching position. The person responsible for completing and submitting this form is the employer or a delegate who is authorised to hire teaching staff.

The 'primary applicant' will most often be the only applicant. However, two or more schools may join together to nominate a single teacher whose services they will share. In such a case, the primary applicant will be responsible for paying the registration fee, seeking reimbursement from the other applicant(s) as can be arranged between them.

The employer must be named. Note that a school principal is rarely if ever an employer. The employer will usually be the Department of Education, the Catholic Education Office or the school's governing body. In the case of an education and care centre, the provider's or operator's business name and contact details must be given here.

The employer's delegate is usually the school principal or nominated supervisor. This is the person with whom the TRBWA will liaise with respect to the application and the limited registration, if approved, of the nominee.

Where more than three employers or educational venues intend to jointly nominate a teacher, please photocopy and complete the *Notice* for each employer or educational venue. All employers, delegates and venues must be detailed.

Notice of Intention to Apply for Limited Registration

Use this notice only if you require the nominee to commence work immediately. It is to be submitted by or on behalf of one or more employers in respect of a position offered at one or more educational venues on or before the first day of employment of a single nominee for Limited Registration

Nominee's Details

Have the nominee previously been registered with TRBWA or WACOT? Yes No

Yes or No Registration number (if known) _____

Title Dr Mr Ms Mrs Miss Other _____

Family name

Given name

Other name(s)

Date of birth

Other names by which the nominee is or ever has been known including: *Alias (A), name change by Marriage (M) or previous name, changed by Change of Name Certificate by Department of Birth, Deaths and Marriages (P)* (please one beside each other name).

If more room is required, list on a separate sheet. Please sign and send the sheet with this notice.

Additional sheet included? Yes No

<input type="checkbox"/> A <input type="checkbox"/> M <input type="checkbox"/> P	(Family name/surname)	(Given name and other names)
<input type="checkbox"/> A <input type="checkbox"/> M <input type="checkbox"/> P	(Family name/surname)	(Given name and other names)
<input type="checkbox"/> A <input type="checkbox"/> M <input type="checkbox"/> P	(Family name/surname)	(Given name and other names)

Indigenous status	Is the nominee of Aboriginal and/or Torres Strait Islander descent? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other/unknown
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Place of birth	Suburb/Town	State (if applicable)	Country
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Current postal address (No/Street)

Suburb

Postcode

Mobile

Landline

Preferred email

(please print one character per box)

PRIMARY APPLICANT

Employer Details*

Name of employer
e.g. Department of Education; governing body of
named non-government school

Employer's postal address

Postcode

Employer's delegate details (any other delegates to sign over the page) (5)*

Name of employer's delegate

Position at venue
e.g. Principal; nominated supervisor

Email address

Mobile

Work

Landline

Delegate's signature _____ Date ____/____/____

Sign Here

Educational Venue

Please provide details of the school or centre where the nominee is to be employed

Name of venue
e.g. school/centre

Postal address of venue

Postcode

Date of commencement of employment

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Notice of Intention to Apply for Limited Registration Additional applicants

Employer 2 Details (only required if a second employer jointly applies)

Name of employer *		
Employer's postal address		
	Postcode	

Employer's delegate at Venue 2 details

Name of employer's delegate		
Position at venue		
Email address		
Mobile	Work	Landline

Delegate's Signature _____ Date ____/____/____ 

Educational Venue 2

Please provide details of the second school or centre where the nominee is to be employed

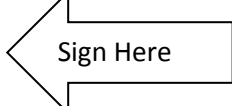
Name of venue e.g. school/centre		
Postal address of venue 2		
	Postcode	
Date of commencement of employment		

Employer 3 Details (only required if a third employer jointly applies)

Name of employer		
Employer's postal address		
	Postcode	

Employer's delegate at Venue 3 details

Name of employer's delegate		
Position at venue		
Email address		
Mobile	Work	Landline

Delegate's Signature _____ Date ____/____/____ 

Educational Venue 3

Please provide details of the third school or centre where the nominee is to be employed

Name of venue		
Postal address of venue 3		
	Postcode	
Date of commencement of employment		