



## Kunsill dwar il-Professjoni tal-Għalliema f'Malta Council for the Teaching Profession

Direttorati tal-Edukazzjoni, Uffiċċju Nru 122  
Triq l-Assedju l-Kbir, Floriana VLT 2000, Malta.  
Tel: 2598 2440/2457, eMail: [ctpmalta@gov.mt](mailto:ctpmalta@gov.mt)

### APPLICATION FOR A TEACHER'S WARRANT

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

The Hon. Minister of Education,

I, the undersigned, hereby apply for a \*Teacher's warrant in terms of

Article 24  Article 41  of the Education Act Chapter 327.

I hereby declare that I have read the guidelines for the completion of this application form and confirm that the information I have declared herein is accurate and complete.

I also declare that there is nothing that relates to my conduct, character or behaviour which precludes the issue or the holding of a Teacher's Warrant.

I furthermore declare that I have read and understood the Teachers Code of Ethics and Practice, as published by Legal Notice 414 of 2012<sup>1</sup>. In the event that I am awarded the Teacher's Warrant, which is the subject of this application, I hereby undertake to be guided by the principles outlined in the abovementioned Teachers' Code of Ethics and Practice for as long as I am a holder of the said Teacher's Warrant.

\_\_\_\_\_  
Signature of Applicant

\*Refer to Guidelines – [www.teachingprofession.gov.mt](http://www.teachingprofession.gov.mt)

### Section A: Particulars

1. Name and Surname \_\_\_\_\_
2. Title: Mr/Ms/Fr/Sr/Bro/Dr \_\_\_\_\_
3. Maiden Surname \_\_\_\_\_
4. Grade: Teacher/Supply Graduate Teacher \_\_\_\_\_
5. Nationality \_\_\_\_\_
6. Identity Card Number \_\_\_\_\_
7. Postal Address \_\_\_\_\_
8. Email: \_\_\_\_\_
9. Tel. \_\_\_\_\_
10. Mob. No. \_\_\_\_\_
11. I am in possession of a Temporary Warrant: YES/NO Temporary Warrant No. \_\_\_\_\_
12. To be completed by applicants who are non EU Nationals
  - (a) Passport Number \_\_\_\_\_
  - (b) National Insurance No. \_\_\_\_\_
  - (c) ETC Work Permit \_\_\_\_\_

<sup>1</sup> Subsidiary Legislation 327.02

---

---

**Section B: Qualifications**

---

---

## 13. UNIVERSITY DEGREES

Full Title

University

Date

---

---

---

## 14. ADVANCED MATRICULATION OR EQUIVALENT

Subject

Examination Board

Grade

Date

---

---

---

## 15. INTERMEDIATE OR EQUIVALENT

Subject

Examination Board

Grade

Date

---

---

---

---

## 16. SECONDARY EDUCATION CERTIFICATE MATRICULATION OR EQUIVALENT

Subject

Examination Board

Grade

Date

---

---

---

---

---

---

---

---

---

---

## 17. OTHER QUALIFICATIONS

---

---

---

---

## Section C: Teaching Experience

### 18. TEACHING EXPERIENCE <sup>1</sup>

School	Date of commencement	Termination Date	Level <sup>2</sup> & Grade	Subject

<sup>1</sup> Excludes teaching practice during B.Ed/PGCE

<sup>2</sup> Level refers to (P) Primary (S) Secondary

### 19. UNPAID LEAVE<sup>3</sup> (If not applicable denote 'NIL')

School	Commencement date of Unpaid leave	Termination date of Unpaid leave	Grade

<sup>3</sup> To include unpaid leave taken in former schools. This should be accompanied by an official statement from school concerned.

## Section D: Declaration

### 20. DECLARATION BY **HEAD OF SCHOOL STATE** AND **NON STATE**

**SCHOOL:** \_\_\_\_\_

I declare that Ms/Mr \_\_\_\_\_ is currently employed at the above school as **Teacher/Supply Graduate Teacher and confirm contents of Section C, para 18 and 19.**

**Date:** \_\_\_\_\_ **Signature of Head:** \_\_\_\_\_

**Name in full:** \_\_\_\_\_

**Rubber Stamp of Head of School:**

*The Council for the Teaching Profession reserves the right to verify information provided in Section C.*

## Section E: For Office Use Only

### 21. RECOMMENDATION

The Hon. Minister of Education,

Having considered the merits of the application in hand, the Council for the Teaching Profession recommends the issue of a teacher's warrant under Art. 24/ Art 41 with the following qualifications: \_\_\_\_\_.

Warrant No. (Rubber Stamp)

\_\_\_\_\_ Secretary to Council

\_\_\_\_\_ Date of Issue

## Section F: Important Notes

Any personal data submitted with this application form shall be processed and retained pursuant to the Data Protection Act (2001). The Ministry for Education and the Council for the Teaching Profession shall only use, process and retain the data submitted in this application form for the purposes of considering and processing an application for a teacher's warrant in terms of the Education Act Chapter 327 and/or in the exercise of any of their legitimate functions. The personal data so collected shall be used, processed and accessed by the Council for the Teaching Profession and any other Ministry for Education Officials. The Council for the Teaching Profession and Ministry for Education Officials may also acquire personal data relating to the applicant from third parties, including other government departments and authorities, to prevent or detect crime or to protect public funds or in the legitimate exercise of their functions and duties.

### THE APPLICATION SHOULD INCLUDE:

- An original Police Conduct Certificate (issued within the last month). Foreign applicants may be requested to provide Council with a Police Records Search.
- Qualifications claimed in application {Section B (13 – 17)} must be supported by photocopies. Photocopies of **ALL** qualifications declared are to include certificate of Degree and Europass Diploma Supplement/official detailed transcript. **All copies are to be personally signed as certified true copies of the original document by the Head of School or by the Secretary of the Council for the Teaching Profession. Heads of School are to include their personal rubberstamp. The first three pages of the Europass Diploma Supplement containing personal data need to be certified.**
- **N.B.** Applicants **NEED NOT** resubmit copies of qualifications if these were previously submitted when applying for a Temporary Teacher's Warrant.
- It is the responsibility of the applicants, in possession of qualifications awarded by foreign Universities/tertiary education or other institutions which are not listed as recognised on the MQRIC website, to produce a recognition statement on comparability of qualifications issued by the National Commission for Further and Higher Education (NCFHE).

### FOR CHURCH AND INDEPENDENT SCHOOLS ONLY

- An original Police Conduct Certificate issued within the last month;
- ETC Employment History; and
- Statement from former Heads of School indicating commencement and termination dates of employment, as well as whether the applicant availed him/herself of any unpaid leave. (Only if applicant has changed schools over the past two years).

### APPLICATIONS FOR NON EU CITIZENS

Non EU Citizens applying for a Teacher's Warrant are requested to present:

- A Certificate of Citizenship or ETC Work Permit;
- A Police Records Search;
- An official declaration that applicant is listed on the register of teachers of his/her country of origin and that he/she has been favourably reported on during his/her teaching career.

**All sections of this application form are to be completed in full otherwise the application will not be processed.**

The application, together with the relevant documents is to be addressed to:

The Secretary  
Council for the Teaching Profession  
Education Directorates, Office No. 122,  
Great Siege Road, Floriana VLT 2000.

Tel: 25982440/2457

Email: [ctpmalta@gov.mt](mailto:ctpmalta@gov.mt)

Website: <http://www.teachingprofession.gov.mt>