



Social Work England Application for Restoration of Registration Form **(for applicants who have previously been registered as a social worker with HCPC or Social Work England)**

For help or enquiries:

**Social Work England, 1 North Bank, Blonk Street, Sheffield, S1 8JY
enquiries@socialworkengland.org.uk
0808 196 2274**

Please complete this form in BLOCK CAPITALS using a black pen.

If any of the information that you provide during the application process, or at any point during your registration with Social Work England, is found to be false or misleading, we may take action to refuse, restrict or remove your registration in accordance with our legislation.

You should ensure that you keep the information we hold about you up-to-date at all times. Failure to do so may lead to your suspension or removal from the register.

Your registration with Social Work England is dependent on your compliance with the professional standards and any other codes and standards relevant to social work. Failure to comply with any of these may be taken into account in any fitness to practise proceedings.

Please read the application guidance notes carefully before completing this form.

If you have previously been registered with Social Work England or HCPC, you will be able to access or create an online account from when you were previously registered.

You will need to provide documents that prove your identity and address, for example your passport and a utility bill issued within the last three months.

PLEASE NOTE: Original documents should not be included with this application; you must take a colour photo of your evidence and this must be certified and attached to your application form. Any documents that are not written in English must be accompanied by a certified translation.

Section 1- Personal and Contact Details

Your Registration Number

Date you last practised your profession (DD/MM/YYYY) / /

Surname/ Family Name

First Name(s)

Previous Name (if applicable)

Evidence required: proof of name change

Date of Birth (DD/MM/YYYY) / /

Nationality

Gender Identity Prefer not to say

Country of Birth

Town/ City of Birth

Home Contact Details

This address will be your registered home address with Social Work England. We will use this address to contact you in the future. You can edit your home address using your online account once you have been registered.

House/Flat Number

Street Name

Town/ City

County

Postcode/ Zip code

Country

Telephone Number (including dialling code)

Mobile Number (including dialling code)

Email Address

If you have created a Social Work England online account, you should use the same email address. When we send a message to your online account, a notification will be sent to this email address. You will be able to change your registered email address on your online account once you are registered.

Section 2- Previous UK registration

Are you currently, or have you ever been, registered to practise as a social worker or another healthcare professional in the UK?

If yes, please complete section 2.

If no, continue to section 3.

Name of Regulator	Registration Number	Start Date	End Date	Full Name that you were registered with

Section 3- Qualification details

Name of qualification (original language) (if applicable)

Name of qualification (English)

Course Start Date / /

Course End Date / /

Mode of Study: Please tick the appropriate box

- Full Time
 Part Time
 Unknown
 Distance Learning
 Full Time Accelerated
 Flexible
 Work Based Learning

Name of Course Provider

Address

Town/ City

Postcode/ Zip code

Country

Name of Awarding Body

Address

Town

Postcode/ Zip code

Country

Section 4- Employment Details

PLEASE NOTE: Only fill in this section with your employment history since leaving the Social Work Register.

If you have worked for more than one employer, please photocopy or print off as many copies of this form as you need

Employer Name

Department

Your Job Title (in original language)

Your Job Title (in English)

Address

Town

Postcode/ Zip code

Country

Employment Start Date / /

I am currently working here

Employment End Date / /

Name of Contact at Employer

Employer Telephone Number

Employer Email Address

Please provide more details of this post, considering the key competencies for the practise of your profession.

Please describe the work setting(s) and provide a summary of the range of service users you dealt with (and the type of services provided).

Please tell us about the types of assessment, treatment and evaluation methods used.

We encourage you to provide additional information from your employer / supervisor separately to supplement the details provided in this section.

Section 5- Practising as a social worker outside the United Kingdom (UK)

PLEASE NOTE: Only fill in this section with details since leaving the Social Work Register.

If you have practised your profession outside the UK during the last two years, you do not need to undertake a period of updating. If this applies to you, please complete this section. If you have worked for more than one employer, please photocopy or print off as many copies of this form as you need

Name of Regulator	Registration Number	Start Date	End Date	Full name that you registered with

If your profession was not subject to registration, licensing or any other form of regulation in the jurisdiction where you practised, please tick here.

Section 6- Safe and Effective Practice

PLEASE NOTE: Only fill in this section with issues relating to Safe and Effective Practice since leaving the Social Work Register.

We must check the health and character of everyone that applies to join our Register. This is to make sure that applicants will be able to practise safely and effectively within the social work profession. We can also take action against a registrant if their health and / or character raises concerns about their ability to practise safely and effectively. Please read the guidance notes on safe and effective practise carefully before completing this section.

Have you been convicted of a criminal offence or received a police caution (other than a protected caution or protected conviction), penalty notice or removal order?

You do not need to tell us about any instances you have already disclosed to us or HCPC

Yes

No

If yes, please provide details of your conviction or caution?

Have you been disciplined by a professional or regulatory body?

You do not need to tell us about any instances you have already disclosed to us or HCPC.

Yes

No

Please provide details of the disciplinary action

Are you, or have you ever been, barred from working with children or vulnerable adults?

You do not need to tell us about any instances you have already disclosed to us or HCPC.

Yes

No

Please provide details of your barring

Do you have any physical or mental health condition that would impair your fitness to practise?

You do not need to tell us about any instances you have already disclosed to us or HCPC.

Yes

No



Please provide details of your condition.

Section 7- Declarations

- I confirm that I have read, understood and will comply with Social Work England’s professional standards.
- I confirm that I have read the privacy statement and understand that Social Work England will process my data as required by the Social Worker Regulations 2018 and associated Rules. I consent to Social Work England processing my personal data for the purposes set out in the privacy statement which are not required by the Regulations. I understand that I may by notice in writing to Social Work England withdraw my consent to Social Work England processing my personal data for marketing purposes.
- I agree to pay the fees for my registration
- I consent to Social Work England contacting any person to obtain further information about my application or to verify the information that I have provided and agree that any person who is so contacted may provide Social Work England with any information about me which that person holds
- I confirm that the information I have provided in this application is correct and understand that fraudulently procuring an entry in the Social Work England register is an offence under the Regulations for which I may be prosecuted.

Checklist: please check whether you have done the following:

Completed Application Form	
Enclosed two colour photos of documents to confirm your identity which are certified	
Paid the Restoration fee	
Enclosed the ‘Updating Skills and Knowledge’ Form (if applicable)	
Included any relevant supporting documents (if applicable)	

Signature..... Date

What happens next?

You should send your completed application to:

Registration and Advice Team
Social Work England
1 North Bank
Blonk Street
Sheffield
S3 8JY

If you want to be restored to the register, you need to pay a **restoration fee of £135**.

This fee is non-refundable.

If you have a UK email address, the fastest and easiest way to make this payment is via GOV.UK.

If not, it should be paid by bank transfer, using the following details:

A/C number: 10029281

Sort code: 60-70-80

Reference: Your full name

We will not be able to consider your application without this payment.

Once we have received payment, your documents can be checked and verified. We may also need to contact education providers, any relevant regulatory bodies and previous employers since you left the Social Work Register.

Registration fees

If your application is successful, you will also need to pay a registration fee.

When your registration fees are due, we will let you know via your online account.

Registration fees must be paid within 14 calendar days.

If you don't pay your registration fees within 14 calendar days, we will close your application. If you still want to practise as a social worker in England, you will need to make a new application to join the register.

Please read the [Guidance on Fees for further information](#).