



<b>Full Name:</b>	
<b>Position Applying for:</b>	
<b>Date of Application:</b>	

## INFORMATION FOR APPLICANTS

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer Recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. In addition to all other background checks, appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if you have lived in the UK) and/or Overseas Checks for all other countries in which you have lived or worked (for 3 months or more in any one country since the age of 16 years) and your country of origin.

### GUIDANCE NOTES

- You must complete all sections of the application form for us to be able to consider your application for shortlisting. Regretfully, we cannot accept incomplete forms.
- Please write in black ink or type.
- Application Forms presented with an electronic signature will be accepted however an original signature will be required at interview or at the very latest prior to offer.
- If a section is not applicable to you, please state “N/A”.
- We do not accept CVs instead of application forms. Although you may include a copy of your CV, the application form will be the primary source of information considered during recruitment.
- Please submit this form along with a **covering letter** supporting your application providing details of your relevant experience for this role, a statement of your personal qualities and why you have chosen a Cognita School/Cognita as an employer of choice. This should be no more than two pages of A4. Please also provide details of the notice period for your current role, if applicable.
- Candidates should be aware that all posts involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.
- Please note that originals of all documents are necessary. Photocopies or certified copies are not sufficient unless explicitly stated.

### Equal Opportunities

Cognita Schools are equal opportunity employers. Our policy is to ensure that no job applicant or employee receives less favourable treatment because of gender, marital status, age, race, sexual orientation, gender reassignment, religion, pregnancy/maternity or disability or disadvantaged by conditions or requirements which cannot be shown to be justifiable.

### References

- If you are currently working with children, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so, the outcome of any enquiry or disciplinary procedure.
- If you are not currently working with children, but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer ‘not applicable’ if your duties have not brought you into contact with children.

### **Invitation to Interview**

- If you are invited to interview this will be conducted in person and the areas covered will include exploration of suitability for the advertised role, suitability to work with children and your employment history.

### **Evidence of Eligibility to Work in the UK**

- In accordance with the requirements of the Immigration, Asylum and Nationality Act 2006, if you are invited to interview you will be required to produce evidence of your eligibility to work in the UK and you must bring original documents with you to the interview in the form of:
  - A passport/national identity card confirming either British Citizenship or European Economic Area Nationality /or a valid work-permit to cover the role applied for or;
  - A document from the Home Office confirming that you are allowed to work in the UK.
- If you do not have any of the documents listed above you will need to discuss with the Recruiting Manager who will facilitate an alternative approach.

### **Verification of Educational/Professional Qualifications**

- You will be required to provide evidence of any educational or professional qualifications necessary or relevant to the post you have applied for.
- Originals or certified copies must be produced. When these are not available, written confirmation of the relevant qualifications should be obtained from the awarding body.

### **Disclosure of Background**

- It is a condition of any offers of employment that you are deemed suitable to work in this post, and accordingly your employment remains subject to any appropriate Disclosure and Barring Service check.
- You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been appointed and possible referral to the Police and/or Disclosure and Barring Service. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

### **Criminal/Police Record Checks**

- Upon offer of employment it is essential and a mandatory condition that you undergo UK criminal and/or police checks for all other countries where you have lived or worked, outside the UK, for a period of 3 months or more in any one country since the age of 16 years. This is in addition to any appropriate Disclosure and Barring Service check, as detailed above.
- The standard for criminal and/or police checks varies; therefore you may be required to provide original copies of such clearance yourself.
- A country of origin check will also be required.
- If applicable a Prohibition from Teaching check and a Prohibition from Management Check will also be undertaken

### **Disqualification by Association**

There is a requirement for Cognita to ensure that any candidates who fall in to any of the categories outlined below are made aware of the legislation relating to Disqualification by Association, as specified in regulation 9 of the Childcare (Disqualification) Regulations 2009.

These regulations relate to candidates who:

- apply to work in early years childcare (i.e. up to and including reception class age) This includes education in nursery and reception classes and/or any supervised activity (such as breakfast clubs, lunchtime supervision and after school care provided by the school) both during and outside of school hours for children in the early years age range, or;
- apply to work in the later years provision for children under 8) (i.e staff who are employed to work in childcare provided by the school **outside** of school hours for children who are above reception age but who have not attained the age of 8) This does not include education or supervised activity for children above reception age during school hours (including extended school hours for co-curricular learning activities, such as the school's choir or sports teams) but it does include before school settings, such as breakfast clubs, and after school provision, or;
- apply for a role where they will be directly concerned in the management of such provisions

Those candidates who fall in to any of the categories listed above will be required to complete a DBA Declaration Form at interview stage.

### **Rehabilitation of Offenders Act**

- Upon appointment those working with children are exempt from provisions of this Act by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. As an education provider we deem all roles to involve working with children.
- You will be required to provide full details of any convictions and cautions, including those which would otherwise be considered "spent" by virtue of the said Act. This does not include "protected convictions" and "protected cautions" as defined in the Rehabilitations of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. However you are required to also disclose any convictions and cautions received overseas.
- If you have convictions inconsistent with your appointment by the Company, the Company reserves the right to withdraw any offer of employment.

### **Pre-Employment Health Declaration**

- All successful applicants upon offer of employment will be required to complete a pre-employment Health Declaration to ensure that they are both physically and mentally fit to carry out the role applied for.
- Health conditions should be declared to enable the consideration of reasonable adjustments.

### **Data Protection Act 1998**

Cognita Schools have a duty to protect personal information and will process personal data in accordance with the Data Protection Act 1998 and any amendments to that act. By completing and signing this form, you understand and agree to Cognita using this and other data to create and maintain records on you and for statistical purposes in accordance with the Data Protection Act 1998. You agree that this information will be kept for the duration of the recruitment process and for a period of time thereafter. Should you be employed, you agree that this information will be kept for the duration of your employment and for a period of time following this. You have the right to request a copy of the data held on you.

**Please complete your details:**

Application for the role of:	
School Name and Location:	
How did you hear of this position?	
Title: Mr/Mrs/Miss/Ms/Dr/Other (please state)	
Full First Name:	
Middle Name(s):	
Surname:	
All other names currently used or known by:	
All other names previously used or known by:	
Place of birth: (city/province and country)	
National Insurance number:	
Current Address  House Name/Number: Street: Town: County: Postcode: Country:	
Permanent or other address used for correspondence (if different from current address)  House Name/Number: Street: Town: County: Postcode Country:	

Please provide previous addresses covering the last 5 years: (continue on a separate sheet if necessary)	
Email Address:	
Home telephone number:	
Mobile telephone number:	
<p>Are you currently entitled to live and work in the UK?</p> <p>Under the Immigration, Asylum and Nationality Act 2006 you will be asked to produce original documentation prior to your start date.</p>	<p>Yes <input type="checkbox"/>                      No <input type="checkbox"/></p>
Nationality: (please provide details if you hold dual nationality)	
Former nationality:	
Are you related to, or a close friend of, a member of staff, governor or pupil of this school?	<p>Yes <input type="checkbox"/>                      No <input type="checkbox"/></p>
If yes, please state the name(s) of the person(s) and relationship:	
Do you hold a current driving licence?	<p>Yes <input type="checkbox"/>                      No <input type="checkbox"/></p>
Do you have regular use of a vehicle?	<p>Yes <input type="checkbox"/>                      No <input type="checkbox"/></p>
Have you lived or worked overseas for a period of three months or more in any one country since the age of 16?	
If yes, please provided further details, including dates (mm/yy) and which countries you have lived in:	
Please state your notice period:	

**For teaching roles only:**

DfES reference number (also known as a Teacher Reference Number TRN):				
Do you have Qualified Teacher status (QTS)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have you completed NQT Induction? If yes, please provide the name of the Local Authority.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

**Educational and Academic Qualifications:**

Starting with the most recent, please give details of secondary schools, colleges and universities attended with examination dates, results and qualifications obtained. Evidence of qualifications may be requested. Please continue on a separate sheet if necessary.

Name and address of school/college/university or professional body	Dates of attendance		Full time or part time?	Examinations taken or to be taken (with dates)	Qualifications obtained and name of awarding body
	From dd/mm/yy	To dd/mm/yy			

**Employment history**

Starting with the most recent/current, please detail **all** employment history since leaving school, including any unpaid or voluntary work, whether or not this overlaps with periods of paid employment (e.g. scout leader or sports coach). Please continue on a separate sheet if necessary.

<b>From</b> dd/mm/yy):	<b>To</b> (dd/mm/yy):	<b>Name and full address of employer</b>	<b>Nature of role</b> (Teaching or non-Teaching)	<b>Current or final salary and reason for leaving</b>
<b>Position held and description of typical duties</b>				

<b>From</b> dd/mm/yy):	<b>To</b> (dd/mm/yy):	<b>Name and full address of employer</b>	<b>Nature of role</b> (Teaching or non-Teaching)	<b>Current or final salary and reason for leaving</b>
<b>Position held and description of typical duties</b>				

From dd/mm/yy):	To (dd/mm/yy):	Name and full address of employer	Nature of role (Teaching or non-Teaching)	Current or final salary and reason for leaving
<b>Position held and description of typical duties</b>				

From dd/mm/yy):	To (dd/mm/yy):	Name and full address of employer	Nature of role (Teaching or non-Teaching)	Current or final salary and reason for leaving
<b>Position held and description of typical duties</b>				

**Please provide details of any employment and/or unpaid/voluntary work that you would continue if employed in this role:**

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**Outline any other skills/interests relevant to the role you are applying for:**

**Gaps in your employment AND Education History**

If necessary, please provide details of any gaps in your employment and/or education history of three months or longer, e.g. travelling or raising children. If you were not based in the UK during this time, please provide details of your location. Continue on a separate sheet if necessary.

<b>From (dd/mm/yy)</b>	<b>To (dd/mm/yy)</b>	<b>Reason</b>	<b>Location, including residential addresses</b>

### Relevant Training Courses/Professional Development

Please provide details of any training courses you have attended and/or professional development you have undertaken which you feel would benefit you in this role:

From (dd/mm/yy)	To (dd/mm/yy)	Training	Key Learning Points

### Membership of relevant professional institutions

Please provide details of your membership of any relevant professional institutions, being sure to state if membership is by examination or otherwise. Please continue on a separate sheet if necessary.

Name and address of professional body	Dates of attendance		Examinations taken or to be taken (with dates)	Qualifications obtained and awarding body
	From dd/mm/yy	To dd/mm/yy		

### References

Please provide the names of three employment referees covering at least the past five years. One referee must be your current or most recent employer and all should be a line manager, or someone who supervised you during your employment. All professional referees must be from different organisations. If you are currently self-employed, please provide suitable contacts from current customers.

Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed to work with children.

Where you have worked overseas for any period of three months or longer, please also provide a reference contact for each employer (using a separate sheet if necessary).

If you cannot supply suitable referees, in line with the above guidance (for example, if you are returning to work from extended maternity leave or have recently left full-time education), please contact the school/company for guidance on suitable alternatives.

Please note that references will not be accepted from relatives or from those writing solely in the capacity of friends. It is normal practice for references to be obtained prior to interview should candidates be short-listed. Cognita does not accept 'open references'.

If you are known to any of your referees by another name, please give details:-

Name of Current/Most Recent Employment Referee:		Name of Second Referee:	
Job Title:		Job Title:	
Address:		Address:	
Post Code:		Post Code:	
Email:		Email:	
Telephone:		Telephone:	
In what capacity is the above known to you?		In what capacity is the above known to you?	
Please indicate if this Referee can be contacted prior to interview:  Yes <input type="checkbox"/> No <input type="checkbox"/>			

Name of Third Referee:	
Job title:	
Address:	
Post Code:	
Email:	
Telephone:	
In what capacity is the above known to you?	

## DECLARATION

I certify that to the best of my knowledge, the information given in this application is factually correct and I understand that any false information or deliberate omission may, in the event of my employment, result in dismissal or disciplinary action.

I acknowledge that undertaking verification of the information provided in this form is necessary to satisfy Cognita Schools Limited of my suitability for employment at its schools. I hereby authorise Cognita Schools Limited, its schools and its agents to verify the information that I have provided and agree that any person who is contacted as part of this verification process may provide Cognita or its agents with any information about me which that person holds which is relevant to my application.

I understand that information given in this application, and any other subsequent information provided, will be held on computer and processed in accordance with the Data Protection Act 1998 and I consent to the storage and use of such information for employment purposes.

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

## ADDITIONAL INFORMATION REQUIRED

### CRIMINAL OFFENCES:

The successful candidate will be required to give his/her agreement to the Disclosure and Barring Service check before any employment commences. In the event of employment, any failure to disclose convictions and cautions which calls into question your suitability for employment with children could result in dismissal or disciplinary action. Any information given about convictions and cautions will be treated in strictest confidence. It is a criminal offence for a barred list person to accept or knowingly apply for, offer to do, accept or undertake regulated activity work, paid or unpaid.

Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? Please note, you must include all disclosable offences both in the UK and overseas.

Yes  No

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

If yes, please give particulars: