

COGNITA

TEACHING EXCELLENCE



Full Name:	
Position Applying for:	
Date of Application:	

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INFORMATION FOR APPLICANTS

Guidance notes

You must complete all sections of the application form for us to be able to consider your application for shortlisting. Regrettably, we cannot accept incomplete forms.

Please write in black ink or type.

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 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 in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.

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 race, colour or nationality, sex, sexual orientation, marital status, age, religion 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 person (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 it 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 which it will explore 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 current driving licence including a photograph or a passport or a birth certificate
A utility bill or financial statement showing the candidate's current name and address dated within the previous three months.

Where appropriate any documentation evidencing a change of name

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 the application being rejected or summary dismissal if the applicant has been selected 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 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 18 years) and your country of origin." 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.

Disqualification by Association

Cognita asks applicants who are applying to work in the early and later years provision and those who are directly concerned in the management of such provision to provide relevant information about themselves or a person who lives or works in the same household as them, in order to determine whether or not the disqualification by association requirement applies.

Rehabilitation of Offenders Act

Upon appointment for 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 Rehabilitation 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 you are both physically and mentally fit to carry out the role you have applied for.

Health conditions should be declared in order to consider reasonable adjustments.

Please note that originals of all of the above are necessary. Photocopies or certified copies are not sufficient.

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.

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. 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 18 years) and your country of origin.”

COGNITA

TEACHING EXCELLENCE

Please complete your details:

Application for role of:	
School Name and Location:	
How did you hear of this position?	
Title: Mr/Mrs/Miss/Ms/Dr/Other (please state)	
First name:	
Middle name(s):	
Surname:	
Maiden name:	
Other names currently used / known by:	
Any other previously used names:	
Are you over the age of 18?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Place of birth: (city/province and country)	
National Insurance number:	
Current Address House Name/Number: Street: Town: County: Postcode:	

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Permanent or other address used for correspondence (if different from current address) House Name/Number: Street: Town: 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:	
Are you currently entitled to live and work in the UK? Under the Immigration, Asylum and Nationality Act 2006 you will be asked to produce original documentation prior to your start date.	Yes <input type="checkbox"/> No <input type="checkbox"/>
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?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please state the name(s) of the person(s) and relationship:	
Do you hold a current driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have regular use of a vehicle?	Yes <input type="checkbox"/> No <input type="checkbox"/>

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<p>Have you lived or worked overseas for a period of three months or more in any one country since the age of 18?</p>	
<p>If yes, please provide further details, including dates (mm/yy) and which countries you have lived in:</p>	

For teaching roles only:

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

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
	<p>From (dd/mm/yy):</p> <p>To (dd/mm/yy):</p>			
	<p>From (dd/mm/yy):</p> <p>To (dd/mm/yy):</p>			

COGNITA

TEACHING EXCELLENCE

	From (dd/mm/yy):			
	To (dd/mm/yy):			
	From (dd/mm/yy):			
	To (dd/mm/yy):			

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):		
	From(dd/mm/yy):		
	To (dd/mm/yy):		

COGNITA

TEACHING EXCELLENCE

Employment history

Starting with the most recent, please detail all employment history, 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.

Dates of employment	Nature of role (please state Teaching or non-Teaching and Full or Part-time)	Name and full address of employer	Position held and typical duties	Current or final salary and reason for leaving
From(dd/mm/yy):				
To (dd/mm/yy):				
From(dd/mm/yy):				
To (dd/mm/yy):				
From(dd/mm/yy):				
To (dd/mm/yy):				
From(dd/mm/yy):				
To (dd/mm/yy):				

COGNITA

TEACHING EXCELLENCE

Please provide details of any employment and/or unpaid/voluntary work that if successful you would continue while working at the school:

Gaps in your employment

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.

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

COGNITA

TEACHING EXCELLENCE

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 should 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 employee 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 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 either of your referees by another name, please give details:

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

COGNITA

TEACHING EXCELLENCE

Third Referee:
Name:
Job title:
Address:
Post Code:
Email:
Telephone:
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"/>

Pre-Employment Health Declaration:

The successful applicant will be required to complete a pre-employment Health Declaration Form.

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:

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TEACHING EXCELLENCE

Disqualification by Association:

Cognita asks applicants who are applying to work in the early and later years provision and those who are directly concerned in the management of such provision to provide relevant information about themselves or a person who lives or works in the same household as them, in order to determine whether or not the disqualification by association requirement applies.

The grounds for disqualification are not only that a person is barred from working with children (included on the children's barred list) but also include, in summary, that:

- They have been being cautioned for or convicted of certain violent and sexual criminal offences against children and adults;
- They have orders relating to the care of children (including where an order is made in respect of a child under the person's care);
- They have had their registration refused or cancelled in relation to childcare or children's homes or have been disqualified from private fostering
- They are living in the same household where another person who is disqualified lives.

Please confirm that, to the best of your knowledge, you or anyone who lives or works in the same household as you (for example: family members, lodgers, house sharers, household employees etc), are not disqualified from working with children under the regulations based on the criteria outlined above.

I agree to inform the school/Cognita if my circumstances change.

Signed: _____ **Date:** _____

If the Disqualification by Association requirements apply, please give particulars:

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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:** _____