

COGNITA



Full Name:	
Position Applying for:	
Date of Application:	

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: Date moved to this address:	

<p>Permanent or other address used for correspondence (if different from current address)</p> <p>House Name/Number: Street: Town: County: Postcode Country:</p>	
<p>Please provide previous addresses covering the last 5 years: (continue on a separate sheet if necessary)</p>	
<p>Email address:</p>	
<p>Home telephone number:</p>	
<p>Mobile telephone number:</p>	
<p>Are you currently entitled to live and work in the UK?</p> <p>Under the Immigration Act 2016 you will be asked to produce original documentation prior to your start date.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Nationality: (please provide details if you hold dual nationality)</p>	
<p>Former nationality:</p>	
<p>Are you related to, or a close friend of, a member of staff, governor or pupil of this school or company?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>If yes, please state the name(s) of the person(s) and relationship:</p>	

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"/>
Have you lived or worked overseas for a period of three months or more in any one country in the past ten years?	
If yes, please provide further details, including dates (mm/yy) and which countries you have lived in:	
Did you complete your teacher training outside of the UK?	
If yes, please provide further details, including dates (mm/yy) and which countries you trained in:	
Please state your notice period:	

For teaching roles only:

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

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

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.

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

Position held and description of typical duties

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
Position held and description of typical duties				

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
Position held and description of typical duties				

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
Position held and description of typical duties				

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			

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.

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

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

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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

Name of Current/Most Recent Employment Referee:		Name of Second Referee:	
Job Title:		Job Title:	
Company/School Address:		Company/ School Address:	
Post Code:		Post Code:	
Company/School Email:		Company/School Email:	
Company/School Telephone:		Company/School 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:	
Company/School Address:	
Post Code:	
Company/School Email:	
Company/School Telephone:	
In what capacity is the above known to you?	

DECLARATION (WELSH SCHOOLS ONLY)

I certify that to the best of my knowledge I am not barred, disqualified from teaching or subject to any sanctions.

Signed: _____

Date: _____

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: _____

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.

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:

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Office Use Only

Name of Reviewer: _____

Date: _____