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| --- | --- |
| **Full Name:** |  |
| **Date of Application:** |  |
| **School Name and Location:** |  |
| **Position Applying For:** |  |
| **How did you hear of this position:** |  |
| **Please state your notice period:** |  |

**Application Instructions**

* 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.
* If a section is not applicable to you, please state “N/A”.
* 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.
* 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.
* 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.

**Data Protection**

Cognita Schools Limited uses your personal information in accordance with all applicable data protection legislation. For further information about how Cognita uses your personal information, please let us know and we can provide you with a copy of our Privacy Notice.

**Keeping Children Safe in Education**

Please note that it is an offence to apply for a role involved in regulated activity relevant to children within schools, if you have been barred from engaging in any regulated activity relevant to children.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975, (amended 2013 and 2020)) provide that when applying for certain jobs and activities, certain spent convictions and cautions are ‘protected’, so they do not need to be disclosed to employers at the time of application. The Ministry of Justice’s guidance on the [Rehabilitation of Offenders Act 1974](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974) and the [Exceptions Order 1975](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/945449/rehabilitation-of-offenders-guidance.pdf), provides information about which convictions must be declared during job applications and related exceptions and further information about filtering offences can be found in the [DBS filtering guide](https://www.gov.uk/government/publications/dbs-filtering-guidance).

**Section 1: Please complete your Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| Title: Mr/Mrs/Miss/Ms/Dr/Other | First Name: | Middle Name(s): | Surname: |
| All other names currently used or known by: | | All other names previously used or known by: | |
| Email Address: | Home telephone number: | Mobile telephone number: | National Insurance number: |
| Current Address  House Name/Number:  Street:  Town:  Postcode:  Country:  Date moved to this address: |  | Permanent or other address used for correspondence (if different from current address) |  |
| Please provide previous addresses covering the last 5 years including dates: (continue on a separate sheet if necessary) | | Are you currently entitled to live and work in the UK?  Under the Immigration Act 2016 you will be asked to produce original documentation prior to your start date.  Yes  No | |
| Are you related to, or a close friend of, a member of staff, governor or pupil of this school or company?  Yes  No | | Nationality: (please provide details if you hold dual nationality) | |
| If yes, please state the name(s) of the person(s) and relationship: | | Former nationality: | |
| Do you hold a current driving licence?  Yes  No | | Do you have settled status to remain in the UK? If so, please provide your settled status number: | |
| Have you lived *or* worked overseas for a period of three months or more in any one country in the past ten years?  Yes  No | | If yes, please provide further details, including dates (mm/yy) and which countries you have lived in: | |

**Section 1.1 – Only complete this if applied for a Teaching Role, else go to Section 2**

|  |  |
| --- | --- |
| Did you complete your teacher training outside of the UK?  Yes  No | If yes, please provide further details, including dates (mm/yy) and which countries you trained in: |
| Have you previously been employed as a teacher outside of the UK?  Yes  No | If yes, please provide further details, including dates (mm/yy) and which countries you taught in: |
| Do you have Qualified Teacher status (QTS)?  Yes  No | DfES reference number (also known as a Teacher Reference Number TRN): |
| Have you completed NQT Induction?  Yes  No | If yes, please provide the name of the Local Authority: |

**Section 2: Outline any skills/interests relevant to the role you are applying for:**

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**Section 3: 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** | **Job Title** | **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** | **Job Title** | **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** | **Job Title** | **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** | **Job Title** | **Current or final salary and reason for leaving** |
|  |  |  |  |  |
| Position held and description of typical duties | | | | |

**Section 4: 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 &**  **Location** | **Date of**  **Attendance**  **From (dd/mm/yy)** | **Date of**  **Attendance**  **To**  **(dd/mm/yy)** | **Full Time/**  **Part Time** | **Qualifications obtained and**  **Name of awarding body** |
| High/Secondary School |  |  |  |  |  |
| College |  |  |  |  |  |
| University |  |  |  |  |  |
| Specialised  Training |  |  |  |  |  |
| Other  Education |  |  |  |  |  |

**Section 5: 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** |
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**Section 6: Additional Information**

**Section 6.1: Please provide details of any employment and/or unpaid/voluntary work that you would continue if employed in this role:**

**Section 6.2: 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** |
|  |  |  |  |

**Section 6.3: 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 |
|  |  |  |  |  |
|  |  |  |  |  |

**Section 7: References**

|  |  |  |  |
| --- | --- | --- | --- |
| **Referee 1:**  **Current or Most Recent Employment** | | **Referee 2:**  **Most Recent Employment** | |
| Name: |  | Name: |  |
| Job Title: |  | Job Title: |  |
| Company/School Email: |  | Company/School Email: |  |
| Company/School Tel: |  | Company/School Tel: |  |
| Company/School Address: |  | Company/School Address: |  |
| In what capacity is the above known to you: |  | In what capacity is the above known to you: |  |
| Please indicate if Referee can be contacted prior to interview: | Yes  No | Please indicate if Referee can be contacted prior to interview: | Yes  No |

**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.**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Disclosure of Criminal Convictions and Rehabilitation of Offenders Act 1974 and Barred Check List Information:**

If you are shortlisted for interview, you will be required to complete a Self Declaration Form including details of any criminal records or information that would make you unsuitable to work with children. This is subject to Ministry of Justice guidance on the disclosure of criminal records, and further information can be found at [Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)

If you are a successful candidate, we will be required to carry out a 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.

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| --- |
| **Office Use Only**  **Name of Reviewer:**    **Date:**  **Comments/Observations:** |