

Application Form

Title: Mr/Mrs/Miss/Ms/Dr/Other	
Preferred First Name:	
Preferred Surname:	
Position Applying For:	
School Name & Location:	
Date of Application:	

How did you hear of this position:	
Please state your notice period:	

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.

Please note, as part of keeping children safe in education, a basic internet and/or social media check will be completed as part of background checks.

Section 1: Personal details

Legal First Name:	
Legal Middle Name(s):	
Legal Surname:	
All other legal names currently used or known by:	
All other legal names previously used or known by:	
Email Address:	
Mobile or Home telephone number:	
National Insurance number:	
Current Address	
House Name/Number:	
Street:	
Town:	
Postcode:	
County:	
Country:	
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 <input type="checkbox"/> No <input type="checkbox"/> Please provide Share Code to check online Right to Work if available:
Have you lived or worked overseas for a period of three months or more in any one country in the past ten years?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide further details, including dates (mm/yy) and which countries you have lived in:	

Are you related to, or a close friend of, a member of staff, governor or pupil of this school or company?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please state the name(s) of the person(s) and relationship:	

Section 1.1 – Only complete this section if you have applied for a Teaching Position or a Classroom Based Position, e.g. Teaching Assistant, Nursery Assistant

Did you complete your teacher training outside of the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide further details, including dates (mm/yy) and which countries you taught in:	
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?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide the name of the Local Authority.	

Section 1.1a Applications for schools in Wales - Teaching Position or a Classroom Based Position, e.g. Teaching Assistant, Nursery Assistant

Are you registered on EWC (Education Workforce Council)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide Expiry Date of Registration:	

Section 2: Personal Statement supporting suitability to role and person specification & Additional Information, outlining any skills/interests relevant to the role:

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/YYYY	To DD/MM/YYYY	Name and Address of Employer	Job Title	Salary at leaving £pa	Reason for leaving
<i>Description of Duties:</i>					
<i>Description of Duties:</i>					
<i>Description of Duties:</i>					
<i>Description of Duties:</i>					
<i>Description of Duties:</i>					
<i>Description of Duties:</i>					

		of Employer			
Description of Duties:					
From DD/MM/YYYY	To DD/MM/YYYY	Name and Address of Employer	Job Title	Salary at leaving £pa	Reason for leaving
Description of Duties:					
From DD/MM/YYYY	To DD/MM/YYYY	Name and Address of Employer	Job Title	Salary at leaving £pa	Reason for leaving
Description of 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. Please include Professional Development you have undertaken which you feel would benefit you on this role. Evidence of qualifications may be requested. Please continue on a separate sheet if necessary.

	Name & Location	From DD/MM/YYYY	To DD/MM/YYYY	Qualifications obtained
School				
College				
University				
Specialised Training				
Other Education Training				

Professional Development Courses				
Professional Memberships				

Section 5: Gaps in your Employment & Education History

Please provide details of any gaps in your employment and/or education history of **three months or longer**, e.g., travelling or raising children, since leaving school. 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/YYYY	To DD/MM/YYYY	Reason	Location, including address

Section 6: Additional Information

Details of any employment and/or unpaid/voluntary work that you would continue in this role

Section 7: References

Referee 1: Current or Most Recent Employment

Name:		Job Title:	
Company/School Email:		Company/School Tel:	
In what capacity is the above known to you:		Please indicate if Referee can be contacted prior to interview:	Yes <input type="checkbox"/> No <input type="checkbox"/>

Referee 2: Most Recent Employment

Name:		Job Title:	
Company/School Email:		Company/School Tel:	
In what capacity is the above known to you:		Please indicate if Referee can be contacted prior to interview:	Yes <input type="checkbox"/> No <input type="checkbox"/>

Additional References (if required)

Name:		Job Title:	
Company/School Email:		Company/School Tel:	
In what capacity is the above known to you:		Please indicate if Referee can be contacted prior to interview:	Yes <input type="checkbox"/> No <input type="checkbox"/>

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: _____

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.

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

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. 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 [Rehabilitation of Offenders Act 1974](https://www.gov.uk/guidance/rehabilitation-of-offenders-act-1974); [Exceptions Order 1975](https://www.gov.uk/guidance/exceptions-order-1975); [Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK](https://www.gov.uk/guidance/guidance-on-the-rehabilitation-of-offenders-act-1974-and-the-exceptions-order-1975) (www.gov.uk); [DBS filtering guide](https://www.gov.uk/guidance/dbf-filtering-guide).

If you are a successful candidate, we will be required to carry out a Disclosure and Barring Service check before any employment commences. You will also be required to complete a Self Declaration form. 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.

Office Use Only

Please check that the Employment History, Gaps in Employment & Education are completed as required. Please ensure the references and contact details are as required.

Name of Reviewer:		Comments/Observation/Follow up Actions Taken
Date:		
Basic Internet & Social Media Check Completed Date:	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Please confirm form completed as required by SCR Guidance	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Right to Work Share Code if applicable:	Yes <input type="checkbox"/> No <input type="checkbox"/>	