

# COGNITA



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

**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)	
Passport Number/ DNI or NIE	
National Insurance number:	
Current Address  House Name/Number: Street: Town: County: Postcode: Country:	

Date moved to this address:	
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:	
Are you currently entitled to live and work in the Spain?  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 or company?	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"/>
Have you lived <i>or</i> 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:	
Teaching candidates only: Did you complete your teacher training outside Spain?	
Please provide further details, including dates (mm/yy) and which countries you trained in:	
Please state your notice period:	

**For teaching roles only:**

UK qualified teachers only: Do you have Qualified Teacher status (QTS)	Yes <input type="checkbox"/> No <input type="checkbox"/>
For other Countries: Please, provide proof of your teaching qualifications.	
UK qualified teachers only: DfES reference number (also known as a Teacher Reference Number TRN)	

<p>UK qualified teachers only: Have you completed NQT Induction?</p> <p>UK qualified teachers only: If yes, please provide the name of the Local Authority.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
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**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**

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

**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.

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

<b>Name of Current/Most Recent Employment Referee:</b>	<b>Name of Second Referee:</b>	<b>Name of Third Referee:</b>
Company/School Address:	Company/School Address:	Company/School Address:
Post Code:	Post Code:	Post Code:
Company/School Email:	Company/School Email:	Company/School Email:
Company/School Telephone:	Company/School Telephone:	Company/School Telephone:
In what capacity is the above known to you?	In what capacity is the above known to you?	In what capacity is the above known to you?
How long have you known this person? Please indicate if this Referee can be contacted prior to interview:  Yes <input type="checkbox"/> No <input type="checkbox"/>	How long have you known this person? Please indicate if this Referee can be contacted prior to interview:  Yes <input type="checkbox"/> No <input type="checkbox"/>	How long have you known this person? Please indicate if this Referee can be contacted prior to interview:  Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>For the Head to complete:</b>		
Is the reference received from the referee stated above? Yes <input type="checkbox"/> If no, please explain why:	Is the reference received from the referee stated above? Yes <input type="checkbox"/> If no, please explain why:	Is the reference received from the referee stated above? Yes <input type="checkbox"/> If no, please explain why:
Do the dates of employment on the reference match those stated in this application form? Yes <input type="checkbox"/> If no, please explain why:	Do the dates of employment on the reference match those stated in this application form? Yes <input type="checkbox"/> If no, please explain why:	Do the dates of employment on the reference match those stated in this application form? Yes <input type="checkbox"/> If no, please explain why:
Do references cover the last 5 years of the candidate's history? Yes <input type="checkbox"/> If no, please explain why:		

## **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.**

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

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

### **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.

## ADDITIONAL INFORMATION REQUIRED

### CRIMINAL OFFENCES:

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.

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:

#### Office Use Only

**Name of Reviewer:**

**Date:**