**Safeguarding**

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. In addition to all other background checks, 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 16 years) and your country of origin.

**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 gender, marital status, age, race, sexual orientation, gender reassignment, religion, pregnancy/maternity or disability or disadvantaged by conditions or requirements which cannot be shown to be justifiable.

**Completing the form**

* 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.
* Please write in black ink or type.
* 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.
* 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/Cognita 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 involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.
* Please note that originals of all documents are necessary. Photocopies or certified copies are not sufficient unless explicitly stated.

**References**

* Please provide the names of three employment referees covering at least the past five years. If you have worked for more than three organisations during this five year period, please ensure that you provide referee details for ALL organisations for whom you have worked during this time.(Please continue on a separate sheet if required.)One referee must be your current or most recent employer. All should be from a senior member of the organisation, i.e Headteacher (school environment) and/or direct Line Manager. All professional referees must be from different organisations where possible. If you are currently self-employed, please provide suitable contacts from current customers.
* Some organisations will only provide references issued by the HR Department. Where this is stated by the organisation, this can be accepted.
* Where you are not currently working with children but have done so in the past, one referee must be from the employer 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/company for guidance on suitable alternatives.
* Please note that references will not be accepted from relatives or from those writing solely in the capacity of colleagues or friends. Cognita does not accept ‘open references’.
* If you are known to any of your referees by another name, please give details.
* If you are currently working with children, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (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 they may, where appropriate, answer ‘not applicable’ if your duties have not brought you into contact with children.
* Please note that references will be applied for prior to interview.