

Application

Form

Guidelines

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 three months or more in any one country in the past ten years) and the country where you completed teacher training (or relevant teaching qualifications) [if not within UK]

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 at least two employment referees. 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.

Invitation to Interview

- Basic Internet and Social Media checks will be completed after shortlisting and prior to interview.
- If you are invited to interview, you will need to bring a completed Self Declaration Form (will be sent with the invitation to interview).
- You will be required to bring 3 original documents which contain your photograph, full name and date of birth and documents confirming your address, these will be used for completing Disclosure and Barring checks, as all offers are conditional to this being completed.
- The interview will be conducted in person and the areas covered will include exploration of suitability for the advertised role, suitability to work with children and your employment history.

Evidence of Eligibility to Work in the UK

- In accordance with the requirements of the Immigration Act 2016, if you are invited to interview you will be required to produce evidence of your eligibility to work in the UK and you must bring original documents with you to the interview in the form of:

UK/Irish Nationals:

- Current or expired passport
- Full Birth/Adoption certificate issued in UK, Channel Islands, Isle of Man or Ireland **PLUS** formal document issued by government agency or previous employer denoting National Insurance Number
- Certificate of registration or naturalisation as a British citizen **PLUS** formal document issued by government agency or previous employer denoting National Insurance Number

Non-UK, Non-Irish Nationals: Since 6th April 2022, Employers are limited with accepting manual documents to verify "Right to Work"

- Right to Work Share Code generated via [What identity document did you use in your application? \(apply-to-visit-or-stay-in-the-uk.homeoffice.gov.uk\)](https://www.gov.uk/what-identity-document-did-you-use-in-your-application?apply-to-visit-or-stay-in-the-uk.homeoffice.gov.uk)
- Please contact the school/company for guidance on suitable alternatives

Verification of Educational/Professional Qualifications

- You will be required to provide evidence of any educational or professional qualifications necessary or relevant to the post you have applied for.
- Originals or certified copies must be produced. When these are not available, written confirmation of the relevant qualifications should be obtained from the awarding body.

Disclosure of Background

- It is a condition of any offers of employment that you are deemed suitable to work in this post, and accordingly your employment remains subject to any appropriate Disclosure and Barring Service check.
- You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been appointed and possible referral to the Police and/or Disclosure and Barring Service. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

Criminal/Police Record Checks

- Upon offer of employment it is essential and a mandatory condition that you undergo UK criminal and/or police checks for all other countries where you have lived or worked, outside the UK, for a period of three months or more in any one country in the past ten years. This is in addition to any appropriate Disclosure and Barring Service check, as detailed above.
- The standard for criminal and/or police checks varies; therefore you may be required to provide original copies of such clearance yourself.
- A criminal/police check will also be required if your teacher training was completed outside of the UK.
- If you have previously taught outside the UK and are applying for a teaching role, you will be required to provide a letter of professional standing from the professional regulating authority in all other countries you have taught.
- If applicable a Prohibition from Teaching check and a Prohibition from Management Check will also be undertaken

Rehabilitation of Offenders Act

- Upon appointment those working with children are exempt from provisions of this Act by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. As an education provider we deem all roles to involve working with children.
- You will be required to provide full details of any convictions and cautions, including those which would otherwise be considered "spent" by virtue of the said Act, by completing the Self Declaration Form prior to Interview. This does not include "protected convictions" and "protected cautions" as defined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. However, you are required to also disclose any convictions and cautions received overseas.
- Please note that any conviction or caution declared will not be taken into consideration when shortlisting for the role.
- If you have convictions inconsistent with your appointment by the Company, the Company reserves the right to withdraw any offer of employment.

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 Background checks as part of Conditional Offer of Employment**Pre-Employment Health Declaration**

- All successful applicants upon offer of employment will be required to complete a pre-employment Health Declaration to ensure that they are both physically and mentally fit to carry out the role applied for.
- Health conditions should be declared to enable the consideration of reasonable adjustments.

Annual Disqualification Declaration

- If you will be caring for children up to the age of five during the school day, up to age eight in wrap-around care or have managerial responsibility for the Early Years provision, you will be required to complete an annual disqualification declaration to confirm you are not disqualified from working with children under the Disqualification Act 2006.

Prohibition Checks

- Where required successful applicants will be subject to Prohibition from Teaching and/or Management checks as relevant.
- Where candidates have teaching qualifications from overseas or taught at overseas educational establishments, a Letter of Professional Standing or equivalent of reference from the overseas education establishment will be required

Overseas Checks if you have lived or worked overseas

- Successful candidates will be required to provide criminal/police checks or certificate of good conduct (in English) from all countries where they have lived and/or worked for a period of more than 3 months or more in the past 10 years.
- These are also required for candidates who completed their teacher training outside the UK.