



## **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.

## Invitation to Interview

- If you are invited to interview this 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 Spain

- In accordance with the requirements of the organic Law 4/2000 and its amendments (8/2000, 14/2003, 2/2009 and 29/2015) , if you are invited to interview you will be required to produce evidence of your eligibility to work in Spain and you must bring original documents with you to the interview in the form of for example:
  - A passport/national identity card confirming either Spanish Citizenship or European Economic Area Nationality or a valid work-permit to cover the role specified in this application.
- If you do not have any of the documents listed above you will need to discuss with the Recruiting Manager who will facilitate an alternative approach.

## 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.

## Criminal/Police Record Checks

- As per 26/2015 law, it is a requirement that those who undertake work or activities involving regular contact with minors, must not have been convicted of any crimes against sexual freedom and integrity, human trafficking or exploitation of children. Therefore those who intend to access such professions or activities will be required to provide a negative certificate of Sex Offenders and show a copy of the criminal records certificate.
- For applicants from the UK, upon offer of employment it is essential and a mandatory condition that you undergo local criminal 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." 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.
- If applicable a Prohibition from Teaching check and a Prohibition from Management Check will also be undertaken

## For applicants from the UK

### 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.

### Disqualification by Association

There is a requirement for Cognita to ensure that any candidates who fall in to any of the categories outlined below are made aware of the legislation relating to Disqualification by Association, as specified in regulation 9 of the Childcare (Disqualification) Regulations 2009.

These regulations relate to candidates who:

- apply to work in early years childcare (i.e. up to and including reception class age) This includes education in nursery and reception classes and/or any supervised activity (such as breakfast clubs, lunchtime supervision and after school care provided by the school) both during and outside of school hours for children in the early years age range, or;
- apply to work in the later years provision for children under 8) (i.e staff who are employed to work in childcare provided by the school outside of school hours for children who are above reception age but who have not attained the age of 8) This does not include education or supervised activity for children above reception age during school hours (including extended school hours for co-curricular learning activities, such as the school's choir or sports teams) but it does include before school settings, such as breakfast clubs, and after school provision, or;
- apply for a role where they will be directly concerned in the management of such provisions

Those candidates who fall in to any of the categories listed above will be required to complete a DBA Declaration Form at interview stage.

### 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. This does not include "protected convictions" and "protected cautions" as defined in the Rehabilitations 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.

## **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.

## **Data Protection**

- You agree that Cognita Schools may process your personal data, such as name, date of birth, address, position, performance appraisal, and any other details and more concerning your application if it is necessary for the administration of the employment contract for personnel, administration or management purposes, including management development, training, career planning, performance assessment or is otherwise necessary.
- You further agree that personal data may, if necessary for the purposes specified above, be transferred to third parties, including any other Cognita Schools within the Cognita Schools group of companies, their advisors, third parties providing products and services, such as suppliers of IT systems, as well as regulatory authorities as required by law.
- You further agree that Cognita Schools, as well as third parties described above, may process the personal data in the country where you are applying as well as in other countries world-wide. Cognita Schools shall ensure that third parties described above shall process the received personal data in accordance with the purpose and within the limits under which the data was originally collected and that third parties shall provide at least the same level of protection as Cognita Schools.