|  |
| --- |
| **COGENT SKILLS LIMITED APPLICATION FORM** |

|  |  |
| --- | --- |
| **Position Applied For** |  |
| **Surname** |  |
| **Other Names** |  |
| **ADDRESS (including postcode)** |  |
| **Telephone Landline** |  |
| **Telephone Mobile** |  |
| **Email Address** |  |
| **Teacher Reference Number (If Applicable)** |  |

**PROFESSIONAL EXPERIENCE**

|  |  |
| --- | --- |
| **Current / Most Recent Place Of Work**  **Dates From And To**  **(Any gaps in dates – please explain)** | **Job Title And Key Responsibilities (Include Reason For Leaving)** |
|  |  |
| **Please confirm your current salary:** | |

|  |  |
| --- | --- |
| **Previous Places Of Work**  **Dates From And To**  **(Any gaps in dates – please explain)** | **Job Title And Key Responsibilities (Include Reason For Leaving)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**ACADEMIC ACHIEVEMENTS/QUALIFICATIONS**

|  |
| --- |
|  |

**OTHER RELEVANT EXPERIENCE**

|  |
| --- |
|  |

**OUTSIDE INTERESTS**

|  |
| --- |
|  |

**REFERENCE DETAILS**

|  |  |  |
| --- | --- | --- |
| **Please supply 2 references – one must be from your previous employer**  **No approach will be made to your present employer before an offer of employment is made to you.** | | |
| **REFERENCE 1** | |  |
| **Name** | |  |
| **Company Name** | |  |
| **Email Address** | |  |
| **Relationship To You** | |  |
|  | | |
| **REFERENCE 2** |  | |
| **Name** |  | |
| **Company Name** |  | |
| **Email Address** |  | |
| **Relationship To You** |  | |

**PLEASE TELL US ABOUT OTHER JOBS YOU HAVE DONE AND ABOUT THE SKILLS YOU USED AND/OR LEARNED IN THOSE JOBS**

|  |
| --- |
|  |

**PLEASE TELL US WHY YOU APPLIED FOR THIS JOB AND WHY YOU THINK YOU ARE THE BEST PERSON FOR THE JOB**

|  |
| --- |
|  |

**DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY? ☐ Yes ☐ No**

**HAVE YOU EVER WORKED OVERSEAS? ☐ Yes ☐ No**

**PLEASE TELL US IF THERE ARE ANY ‘REASONABLE ADJUSTMENTS’ WE CAN MAKE TO ASSIST YOU IN YOUR APPLICATION OR WITH OUR RECRUITMENT PROCESS**

|  |
| --- |
|  |

**PLEASE TELL US IF THERE ARE ANY DATES WHEN YOU WILL NOT BE AVAILABLE FOR INTERVIEW**

|  |
| --- |
|  |

**ADDITIONAL INFORMATION**

**Do you require Visa Sponsorship to work in the UK? ☐ Yes ☐ No**

**Having you been living within the UK / EU for a minimum of the past 3 years? ☐ Yes ☐ No**

**Do you hold a current Driving licence? ☐ Yes ☐ No ☐ Currently Learning**

**Preferred method of contact ☐ Phone ☐ Text ☐ Email**

**Do you have any holidays booked in the next three months? ☐ Yes ☐ No Dates:**

**Cogent is committed to Safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment.**

|  |
| --- |
| **Convictions/ Disqualifications** |
| **Upon offer of employment, we reserve the right to request a Criminal Records Bureau Disclosure (DBS) at Standard or Enhanced level and this disclosure will include details of cautions, reprimands or final warnings as well as convictions.** |
| **Please provide details below of any convictions which are not spent under the terms of the Rehabilitation of Offenders Act 1974:**  **Please confirm if you have any relevant court action pending against you?**  **Please note, failure not to disclose any convictions or disqualifications to us in advance of completing a DBS may result in investigation and potential disciplinary action.**  **Should you have any questions, please contact Denise Bentley, HR & Payroll Manager** |

**I can confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my dismissal.**

**Signature……………………………………………….Date………………………………………..**

|  |
| --- |
| **Please send this application form together with a letter of application (outlining your suitability for this post and how you would ensure success) and your CV to human.resources@cogentskills.com** |