**PERSONAL DETAILS FORM**

**FOR SELF-EMPLOYED INDIVIDUALS**

**Please complete your details:**

|  |  |
| --- | --- |
| Title: Mr/Mrs/Miss/Ms/Dr/Other (please state) |  |
| First name: |  |
| Middle name(s): |  |
| Surname: |  |
| Maiden name: |  |
| Other names currently used / known by: |  |
| Any other previously used names: |  |
| Are you over the age of 18? | Yes No |
| Place of birth: (city/province and country) |  |
| 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:  Postcode:  Country:  Date moved to this address: |  |
| Please provide previous addresses covering the last 5 years: (continue on a separate sheet if necessary) |  |
| Email Address: |  |
| Home telephone number: |  |
| Mobile telephone number: |  |
| Emergency Contact name and number: |  |
| Are you currently entitled to live and work in the UK?  Under the Immigration Act 2016 you will be asked to produce original documentation prior to your start date. | Yes No |
| 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? | Yes No |
| If yes, please state the name(s) of the person(s) and relationship: |  |
| Do you hold a current driving licence? | Yes No |
| Do you have regular use of a vehicle? | Yes No |
| Have you lived *or* worked overseas for a period of three months or more in any one country in the past ten years? |  |
| If yes, please provided further details, including dates (mm/yy) and which countries you have lived in: |  |
| Did you complete your teacher training outside of the UK? |  |
| If yes, please provide further details, including dates (mm/yy) and which countries you trained in: |  |
| Please state your availability to provide services: |  |

**For teaching roles only:**

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| --- | --- |
| DfES reference number (also known as a Teacher Reference Number TRN): |  |
| Do you have Qualified Teacher status (QTS)? | Yes No |
| Have you completed NQT Induction?  If yes, please provide the name of the Local Authority. | Yes No |

**Employment history**

Please provide a copy of your CV.

**Gaps in your employment**

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 the UK during this time, please provide details of your location. Continue on a separate sheet if necessary.

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| --- | --- | --- | --- |
| **From (dd/mm/yy)** | **To**  **(dd/mm/yy)** | **Reason** | **Location, including residential addresses** |
|  |  |  |  |

**References**

Please provide the names of your recent employment/contract work including the name of your most recent employment/contract. All professional referees should be from different organisations.

Where you are not currently working with children but have done so in the past, one referee must be from the employer/customer 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/contract (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/Cognita 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. It is normal practice for references to be obtained prior to interview and commencement of services. Cognita does not accept ‘open references’.

If you are known to either of your referees by another name, please give details.

|  |  |
| --- | --- |
| **Current/Most Recent Employment Referee Name:** | **Second Referee Name:** |
| Job Title: | Job Title: |
| Company/School Address:  Post Code: | Company/School Address:  Post Code: |
| Company/School Email: | Company/School Email: |
| Company/School Telephone: | Company/School Telephone: |
| In what capacity is the above known to you? | In what capacity is the above known to you? |
| Please indicate if this Referee can be contacted prior to interview:  **Yes No** |

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| --- |
| **Third Referee Name:** |
| Job title: |
| Company/School Address:  Post Code: |
| Company/School Email: |
| Company/School Telephone: |
| In what capacity is the above known to you? |

**Criminal Offences:**

You will be required to give your agreement to the Disclosure and Barring Service check before any service commences. Any failure to disclose convictions and cautions which calls into question your suitability to work with children could result in the discontinuation of the service you provide. 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.

YesNo

Signed: Date:

If yes, please give particulars:

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|  |

**DECLARATION**

**I certify that to the best of my knowledge, the information given in this Personal Details Form is factually correct and I understand that any false information or deliberate omission may, in the event of my engagement, result in the discontinuation of any service I provide to Cognita Schools.**

**I acknowledge that undertaking verification of the information provided in this form is necessary to satisfy Cognita Schools Limited of my suitability to provide a service to 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 the service I am providing to Cognita Schools.**

**I understand that information given in this Personal Details Form, and any other subsequent information provided, will be held on computer and processed in accordance with the Data Protection Act 1998 and I consent to the storage and use of such information.**

Signed: