**JOB APPLICATION FORM**

**CONFIDENTIAL**

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| Complete in full and forward application to the School’s Human Resource Department.  *If you have ever been charged and convicted of a child related offence anywhere, you will not be eligible to work for Cognita or in any Cognita school. Cognita and its Schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. To be considered for employment at a Cognita School, pre-employment background checks are mandatory.* | Applicant’s  Electronic photo |

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| **Applied Job Title**: |  | **School**: ☐ ISHCMC ☐ AAVN ☐ ISSP |

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| Other Desired Jobs (if applicable): |  |
| Where did you see the post advertised? |  |

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| **APPLICANT’S INFORMATION** |

Title: ☐ Mr. ☐ Mrs. ☐ Miss

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| First name(s) |  | Middle name: |  | Surname: |  |
| DOB: |  | Nationality: |  |  |  |

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| Is your current name different to your birth name, or have you had your name changed?  ☐ No  ☐ Yes - please list the previous name/s and provide official documents that explain ALL name changes |
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| Home of record: |  |
| Current address: |  |
| Email address: |  |

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| Telephone: |  | Whatsapp: |  |
| Vaccination status | ☐ Yes  *I have taken \_\_\_doses of Covid-19 vaccine* | ☐ Not yet | |

Have you ever been employed by one of Cognita Schools before? ☐ Yes ☐ No

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| *If yes, please provide more details:* |  |

Are you related to or have close relations with employees in a school or regional office that belong to the Cognita Group? ☐ Yes ☐ No

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| *If yes, please provide more details:* |  |
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| **REFERENCE CHECK CONTACT** |

Please provide the name, company, email address, and occupation of three contacts for the reference check. One should be your present employer.

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| **1** | *Full name:* |  | *Role / title:* |  |
| *Name of School or Company:* |  | *Relationship to applicant:* |  |
| *Email address:* |  | *Telephone:* |  |
| *May we contact this referee without further authority from you*? Yes ☐ No ☐ | | | |
| **2** | *Full name:* |  | *Role / title:* |  |
| *Name of School or Company:* |  | *Relationship to applicant:* |  |
| *Email address:* |  | *Telephone:* |  |
| *May we contact this referee without further authority from you*? Yes ☐ No ☐ | | | |
| **3** | *Full name:* |  | *Role / title:* |  |
| *Name of School or Company:* |  | *Relationship to applicant:* |  |
| *Email address:* |  | *Telephone:* |  |
| *May we contact this referee without further authority from you*? Yes ☐ No ☐ | | | |

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| **EDUCATION EXPERIENCE** | | | | |
| *Educational qualifications (list in chronological order* ***from secondary school onward)*** | | | | |
| Degree / Course name | Institution or University | Full-time or Part-time | Country | Year completed |
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| **EMPLOYMENT SUMMARY** |
| *Please list* ***ALL your previous employment history*** *starting with your most recent.* |

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| Are you currently employed? | Notice period: |  |
| ☐ Yes ☐ No | Available start date: |  |

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| Employer: |  | Employer address: |  |
| Job title: |  | Employment Period:  (start and end in mm/yy) |  |
| ☐ Full-time ☐ Part-time | | | |
| *Reason for leaving:* | | | |

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| --- | --- | --- | --- |
| Employer: |  | Employer address: |  |
| Job title: |  | Employment Period:  (start and end in mm/yy) |  |
| ☐ Full-time ☐ Part-time | | | |
| *Reason for leaving:* | | | |

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| --- | --- | --- | --- |
| Employer: |  | Employer address: |  |
| Job title: |  | Employment Period:  (start and end in mm/yy) |  |
| ☐ Full-time ☐ Part-time | | | |
| *Reason for leaving:* | | | |

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| --- | --- | --- | --- |
| Employer: |  | Employer address: |  |
| Job title: |  | Employment Period:  (start and end in mm/yy) |  |
| ☐ Full-time ☐ Part-time | | | |
| *Reason for leaving:* | | | |

*(Copy to add more boxes if more space is required)*

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| **Employment Gaps**: If you have gaps in employment of **1 month or more**, please explain the reason for this and the address where you resided during the gap period. |
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| **Working countries:** Please list out **all countries** you have been living and working |

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| **YEAR OF EXPERIENCE** |

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| *Number of years of full-time experience:* |  |

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| **RELEVANT EXPERIENCE AND SKILLS** |
| Using the person specification to guide you, please give details of any experiences and skills with which you feel are relevant to the post. Include a description of your duties in your present role, if appropriate. You may continue on a separate sheet if necessary. |

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| **SALARY AND ALLOWANCE** | | |
| *To assist in understanding your salary expectation, provide details of your remuneration from your current or most recent employer. Proof of current remuneration package may be requested.* | Base Monthly **Gross** Salary: |  |
| Allowance: |  |
| Other Benefits: |  |

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| **DECLARATION** | |
| Have you, within Vietnam or elsewhere:   * Been investigated, arrested, charged and/or convicted with a criminal offense? * Any past and legal prohibition imposed on you (e.g. Order of Court), that prevents or restrains you from working with children or adults? * Been the subject of any inquiry or investigation by school or any authority relevant to the education or teaching profession? | ☐No  ☐Yes (provide full details in a separate attachment) |

I hereby authorise Cognita, Cognita schools or an authorised 3rd party, to conduct any necessary background checks or obtain references to determine my suitability for employment. Background checks may include police and criminal checks, child protection or working with children checks, financial and credit checks, and other types of verification.

I authorise any persons contacted by Cognita, Cognita schools or an authorised 3rd party to provide any relevant information regarding my qualifications, employment history and background, and I release all such persons from any and all claims for providing such information. I authorise Cognita to share my resume, job application and related documents with its affiliated organisations for the purpose of determining suitability for employment.

I understand that my personal information will be collected, used and retained for assessing my suitability to assume the job duties of the position and to determine preliminary remuneration and benefits package subject to the selection for the position. Cognita or a Cognita school may retain my personal information and job application for future recruitment purposes. My application may be transferred to a subsidiary or associate companies during this period for consideration of employment.

I understand that nothing contained in this application or conveyed during any interview, is intended to create an employment contract or constitute any promise for employment. I understand that if employed, I will be required to provide satisfactory proof of identity and supporting documents. I understand that any misrepresentation or omission of facts or failure to provide the necessary supporting documentary proof may result in rejection of this application; or if hired, result in immediate termination of employment.

☐ I have read and fully understand this employment application, and I seek employment under these conditions.

☐ I have attached a copy of relevant educational certificates and transcripts/mark sheets in support of my application.

☐ I have attached a resume in support of my application

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| **Signature:** |  |
| **Full name (Please Print)** |  |
| **Date:** | Click or tap to enter a date. |