



# Job Application Form

Please complete in full and forward application with required supporting to [Careers@sais.edu.sg](mailto:Careers@sais.edu.sg).

**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.**

Position applied for			Date:
Name (as in passport or NRIC)	(first name)	(surname)	
Preferred name or other known names			
Name Changes	Is your current name different to your birth name, or have you had your name changed? <input type="checkbox"/> No <input type="checkbox"/> Yes		
	If yes, please list previous name/s and provide official documents that explain <b>ALL</b> name changes.		
Current Residential Status	<input type="checkbox"/> Singapore Citizen <input type="checkbox"/> Singapore Permanent Resident <input type="checkbox"/> Foreigner under: <input type="checkbox"/> Employment Pass <input type="checkbox"/> S Pass/Work Permit <input type="checkbox"/> Other – Please specify		
Current residential address			Country:
Home Country Address			Country:
Contacts	(telephone)		
	(email)		

## Relevant Education / Professional Qualifications

Qualification Attained	Awarding Institution	Country	Date	
			From	To



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Employment Details			
Are you currently employed?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Notice period:	Available start date:
Please list ALL your previous employment starting with your most recent (use a separate page if more space is required)			
Employer		Employer address including country	
Job title		Employment Date (start and end in month/year)	
Reason for leaving			
Employer		Employer address including country	
Job title		Employment Date (start and end in month/year)	
Reason for leaving			
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Reason for leaving			
<b>Employment Gaps:</b> If you have gaps in employment of <u>1 month or more</u> , please explain the reason for this and the country where you resided during the gap period.			
Are you related to or have close relations with employees in a school or regional office that belong to the Cognita Group?		<input type="checkbox"/> No <input type="checkbox"/> Yes (provide details, including name)	



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## Teachers only

Number of years of full-time teaching completed (or full-time equivalent e.g. 4 years part-time may equate to 2 years full-time)

Please list your curriculum experience:

**References** – Please provide 3 professional references, including current or most recent employer, from line managers that covers a minimum of last 5 years’ work history. If you ever worked in a school or organisation associated with children or young people, you need to provide at least one most recent reference from this employer.

1	Name:	Role/Title:	Name of School or Company:
	Telephone:	Email:	Relationship to applicant:
	Can we contact this referee?	<input type="checkbox"/> Yes <input type="checkbox"/> No (please state date when we can contact them)	
2	Name:	Role/Title:	Name of School or Company:
	Telephone:	Email:	Relationship to applicant:
	Can we contact this referee?	<input type="checkbox"/> Yes <input type="checkbox"/> No (please state date when we can contact them)	
3	Name:	Role/Title:	Name of School or Company:
	Telephone:	Email:	Relationship to applicant:
	Can we contact this referee?	<input type="checkbox"/> Yes <input type="checkbox"/> No (please state date when we can contact them)	

## Salary & Benefits Expectations

If you are comfortable, please provide your salary and benefits expectations.

## Declaration

Have you, within Singapore or elsewhere:

- Been 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 women?
- Been the subject of any inquiry or investigation by any authority relevant to the education or teaching profession?

No  Yes (please provide full details in a separate attachment)



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I hereby authorise Cognita, Cognita schools or an authorised 3<sup>rd</sup> 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 3<sup>rd</sup> 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 hereby give consent to my data being used for the purposes of recruitment and 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 for a period of up to 12 months from the date of submission or one academic year since submission. My application may be transferred to a subsidiary or associate companies during this period for consideration of employment.

I declare that the information provided in this application and the attachments (if any) is true and correct to the best of my knowledge and that I have not wilfully suppressed any material fact. 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

Signature:	Date:
Name:	