



# JOB APPLICATION FORM

PRIVATE & CONFIDENTIAL

**Primary Campus**  
28 Vo Truong Toan St.,  
An Phu, Dist. 2, HCMC

**Secondary Campus**  
1 Xuan Thuy St., Thao Dien,  
Dist. 2, HCMC

Tel: (84-28) 3898 9100  
Email: HRRecruitment@ishcmc.edu.vn  
www.ishcmc.com

Complete in full and forward application to the School's the Head of School / Principals or Human Resources Department (at [ngocbichle@ishcmc.edu.vn](mailto:ngocbichle@ishcmc.edu.vn)).

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.

## APPLIED JOB TITLE

Other Desired Jobs (if applicable):

Where did you see the post advertised?

## APPLICANT'S INFORMATION

First Name:

Middle Name:

Surname:

Is your current name different to your birth name, or have you had your name changed?

No      Yes - Please list previous name/s and provide official documents that explain ALL name changes

Home of Record:

Current Address:

Email Address:

Telephone:

Skype ID (if any):

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

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

If yes, please provide more details:

## APPLICANT'S INFORMATION

Please provide the name, company, email address and occupation of your preferred three referees for Academic posts, or two referees for Support posts. One should be your present employer.

1	<b>Full Name:</b>		<b>Role/Title:</b>	
	<b>Name of School or Company:</b>		<b>Relationship to Applicant:</b>	
	<b>Email Address:</b>		<b>Telephone:</b>	
2	<b>Full Name:</b>		<b>Role / Title:</b>	
	<b>Name of School or Company:</b>		<b>Relationship to Applicant:</b>	
	<b>Email Address:</b>		<b>Telephone:</b>	
3	<b>Full Name:</b>		<b>Role/Title:</b>	
	<b>Name of School or Company:</b>		<b>Relationship to Applicant:</b>	
	<b>Email Address:</b>		<b>Telephone:</b>	

## EDUCATION QUALIFICATIONS (list in chronological order from secondary school onward)

<b>Degree / Course Name</b>	<b>Institution or University or the Awarding Body</b>	<b>Full-time or Part-time</b>	<b>Country</b>	<b>Year Started &amp; Completed</b>

Do you have a Teacher's registration / Qualified Teacher status?    Yes                      No

Details of teaching qualification:

## EMPLOYMENT SUMMARY

Please list ALL your previous employment starting with your most recent

Are you currently employed?                      Yes                      No

Notice period:    Available start date:

Employer:		Employer address:	
Job title:		Employment period:	
Reason for leaving:			
Head of School / Principal's current contact details:			
Name:			
Email:			
Phone number:			

Employer:		Employer address:	
Job title:		Employment period:	
Reason for leaving:			
Head of School / Principal's current contact details:			
Name:			
Email:			
Phone number:			

Employer:		Employer address:	
Job title:		Employment period:	
Reason for leaving:			
Head of School / Principal's current contact details:			
Name:			
Email:			
Phone number:			

**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.)

**Working Countries:** (Please list out all countries you have been living and working.)

**ACADEMIC POSTS ONLY** (for academic positions. You may continue on the additional pages at the end of this document)

**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)

**Educational Philosophy Statement:**

**Please state why you are the most suitable candidate for this position:**

## 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.

## SALARY AND ALLOWANCE

To assist in understanding your salary expectation, provide details of your remuneration from your current or most recent employer.

**Base monthly salary:**

**Allowance:**

**Other benefits:**

## DECLARATION

If answering "YES" to any of the above, please provide the following information on a separate sheet and send this in a sealed envelope marked "confidential" with your application form:

- details of the order, restriction, conviction or caution and the date that this was made;
- the relevant court or body and the sentence, if any, which was imposed; and
- a copy of the relevant order or conviction.

Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any criminal offence?	Yes	No
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If yes, please provide more detail:

Is there any relevant court action pending against you?	Yes	No
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If yes, please provide more detail:

Have you been cautioned for, or convicted of, any offences against children?	Yes	No
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If yes, please provide more detail:

To the best of your knowledge has anyone living or working in your household been cautioned for, or convicted of any offences against children?	Yes	No
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If yes, please provide more detail:

Have you been cautioned for or convicted of any offences against adults?	Yes	No
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If yes, please provide more detail:

To the best of your knowledge has anyone living or working in your household been cautioned for or convicted of any offences against adults?	Yes	No
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If yes, please provide more detail:

Have you ever been barred from working with children?	Yes	No
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If yes, please provide more detail:

To the best of your knowledge has anyone living or working in your household ever been barred from working with children?	Yes	No
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If yes, please provide more detail:

Have your children ever been taken into care? If yes, please provide more detail:	Yes	No
To the best of your knowledge has anyone living or working in your household ever had their children taken into care? If yes, please provide more detail:	Yes	No
Have your children ever been the subject of child protection or childcare order? If yes, please provide more detail:	Yes	No
To the best of your knowledge have the children of anyone living or working in your household ever been subject to a child protection or childcare order? If yes, please provide more detail:	Yes	No
Have you ever been subject to a prohibition or restriction in relation to the private fostering of children or any application for private fostering? If yes, please provide more detail:	Yes	No
Have there ever been any concerns/complaints made by parents, teachers or students in regards to this candidate? If yes, please provide more detail:	Yes	No
Have there ever been any concerns/allegations/investigations or convictions related to matters relating to Child Protection? If yes, please provide more detail:	Yes	No

I confirm that the information I have given on this application form is true and correct to the best of my knowledge.

I confirm that I am not disqualified from working with children or subject to sanctions imposed by a regulatory body in any country.

I confirm that I am not subject to a direction which prohibits, disqualifies or restricts me from teaching or being involved in the management of an independent school.

I confirm that I have permission to disclose any information relating to third parties that is included in this application.

I understand that providing false information could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.

I hereby authorise Cognita or Cognita schools or other 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 or Cognita schools or other 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, application and related documents with its affiliated organisations.

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 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

Signature:

Full name:  
(Please print)

Date:

**ADD MORE INFORMATION**

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