



Complete in full and forward application to the Head Office:

Woodland Pre-Schools Limited: Suite 2405, Universal Trade Centre, 3-5A Arbuthnot Road, Central, Hong Kong

[careers@woodlandschools.com](mailto:careers@woodlandschools.com)

**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 HKID)	(first name)	(surname)	
Name Changes	Is your current name different to your name at birth, or have you had your name changed? <input type="checkbox"/> No <input type="checkbox"/> Yes      If Yes, you must provide official documents that explain all name changes		
HKID number		Date of Birth	
Are you currently holding a work visa issued in Hong Kong?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Not applicable (Hong Kong Citizen/PR)	If applicable, please indicate the type of pass issued.	<input type="checkbox"/> Professional <input type="checkbox"/> Skilled Worker <input type="checkbox"/> Other e.g. Dependent Visa _____
Current Residential Address			Country:
Contacts	(telephone)	(Skype ID)	
	(email)		
Emergency contact	(Name)	(telephone)	
	(Relationship)		

### Education

Course	Institution or University	Year Completed

### Employment

Are you currently employed?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Notice Period:	Available Start Date:
<b>Please list ALL your employment history</b> (use a separate attachment if more space is required)			
Employer	Job Title	Country	Employment Dates (start and end in month/year)
<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 & name)	



**References** - Provide 3 professional references from previous line managers. If you ever worked in a school or organisation associated with children and young people, you need to provide at least one reference from this employer.

1	Name:	Role/Title:	Name of School or Company:
	Telephone:	Email:	Relationship to candidate:
2	Name:	Role/Title:	Name of School or Company:
	Telephone:	Email:	Relationship to candidate:
3	Name:	Role/Title:	Name of School or Company:
	Telephone:	Email:	Relationship to candidate:

### 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:
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### Declaration

Have you, within Hong Kong or elsewhere: <ul style="list-style-type: none"> <li>• Been charged and/or convicted with a criminal offense?</li> <li>• Any past and legal prohibition imposed on you (e.g. Order of Court), that prevents or restrains you from working with children or women?</li> <li>• Been the subject of any inquiry or investigation by any authority relevant to the education or teaching profession?</li> </ul>	<input type="checkbox"/> No <input type="checkbox"/> Yes (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 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

\_\_\_\_\_  
Signed Date

\_\_\_\_\_  
Name

Human Resources Only	Date Received:	Forward to:
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