Braeburn Schools Employment Application Form - Teaching/Non-teaching Staff

Braeburn Schools
Summum Appeto

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Please ensure that you complete all sections of the application. Please note that providing false information will result in the application being rejected, or withdrawal of any offer of employment, or summary dismissal if you are in post, and possible referral to the police. Checks may be carried out to verify the contents of your application form. Please complete the form in black ink or type. CVs on their own are not accepted.

Vacancy Job Title	

Initials _____

Surname or Family Name_____

Any previous names_____

If you have changed your name for any reason in the past, please give details and reasons:

_____

_____

ID/Passport No._____

PRESENT / LAST APPOINTMENT: IF TEACHING OR WORKING IN A SCHOOL

Name, address and telephone number of school	
1 Type of school	Boys Girls Mixed Age range Number on Roll
2 Type of school	*e.g. International British Curriculum, National 844, Provincial etc.*
Job title *Please enclose a copy of your current job description*	
Subjects/age groups taught	
Date appointed to current post	
Current salary	
Date available to begin new job	

PRESENT / LAST APPOINTMENT: IF NON-TEACHING

Name address and telephone number of employer	
Job title *Please enclose a copy of your current job description*	
Date appointed to current post	
Current salary	
Date available to begin new job	

FULL CHRONOLOGICAL HISTORY

Please provide a full history in chronological order since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

Job Title or Position	Name and address of school, other employer, or description of activity	Number on roll and type of school, if applicable	F/T or P/T	Dates				Reason for leaving
				From		To		
				Mth	Yr	Mth	Yr	
1								
2								
3	ADD ROWS AS REQUIRED							

SECONDARY EDUCATION & QUALIFICATIONS

Name of School/College	From	To	Qualifications Gained with Date

HIGHER EDUCATION

Names and Addresses of University or College and/or University Education Department	Dates From To	Full or Part-time	Courses/subjects taken and Passed	Date of Examination and Qualifications Obtained	Age Groups for which Trained

PROFESSIONAL COURSES ATTENDED. Please list relevant courses attended in the past 3 years.

Subject	Organising Body	Date(s)	Duration

OTHER RELEVANT EXPERIENCE, INTERESTS AND SKILLS

REFEREES

Give here details of three people to whom reference may be made. The first referee should normally be your present or most recent Headteacher/Line Manager or equivalent person. If you are not currently working with children please provide a referee from your most recent employment involving children.

Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is "time expired" and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. References will not be accepted from relatives or from people writing solely in the capacity of friends.

First referee

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	

Second referee

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	

Third referee

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	

PERSONAL INFORMATION

1. Surname or family name	
o. All previous surnames	
o. All forenames	
o. Title	
o. Current Address	
o. Postcode	
o. Resident at this address since	
o. Home telephone number	
o. Mobile telephone number	
o. Date of birth	
o. Email address	
o. TSC/ DfE number	
o. PIN (KRA)	
o. NSSF No,	
o. NHIF Number	
o. Certificate of Good Conduct/ CRB No. and date issued	
o. National ID / Passport No.	
o. Do you have a current full driving licence?	Yes No
o. Do you require a work permit to work in Kenya?	Yes No

Are you related to or have a close personal relationship with any pupil or employee at Braeburn?	**Yes No** **If YES give details**

Questions

Have you been subject to any disciplinary procedures that are related to the safety and welfare of children or young people?

If yes, give details

Have you been convicted of any criminal offence (including driving offences)?

If yes, give details

Are you presently subject to any criminal charges?

If yes give details.

DECLARATION

I certify that, to the best of my knowledge and belief, all particulars included in my application are Correct and that no omissions have been made. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used for checks, and in particular that checks may be carried out to verify the contents of my application form

Signature of Applicant_____ Date _____

PRINT NAME_____